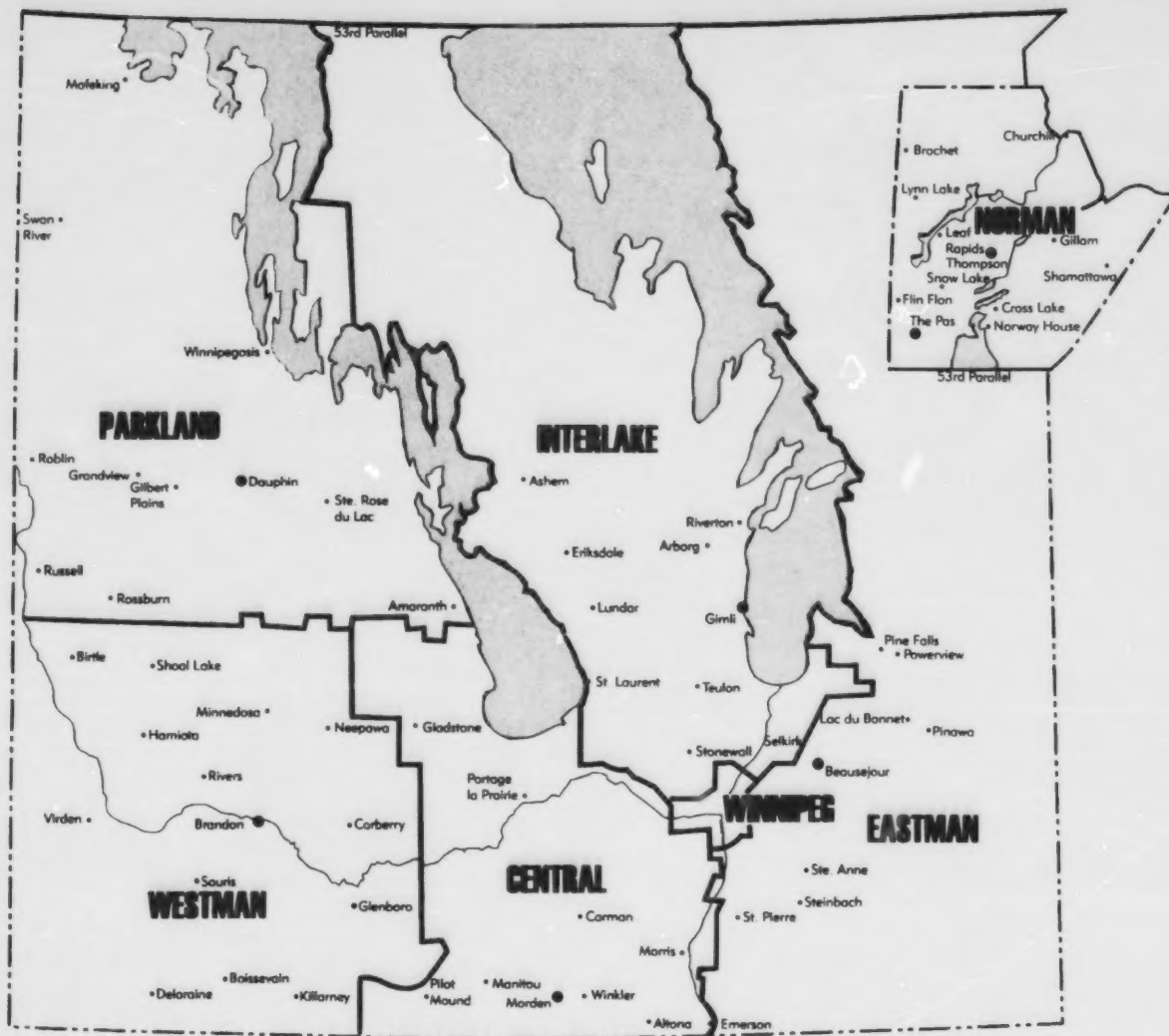


GRANTS & RESOURCES MANUAL



Manitoba Culture, Heritage and Tourism

For Further Information Contact Your Regional Office Listed Below:



WESTMAN

Room 112, 340 - 9th Street
Brandon MB R7A 6C2
PHONE: 726-6066
FAX: 726-6583

CENTRAL

225 Wardrop Street
Morden MB R6M 1N4
PHONE: 822-5418
FAX: 822-4792

EASTMAN

20 - 1st Street
Beausejour MB R0E 0C0
PHONE: 268-6018
FAX: 268-6070

INTERLAKE

62 - Second Ave., Box 1519
Gimli MB R0C 1B0
PHONE: 642-6006
FAX: 642-6080

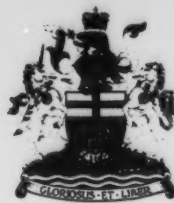
PARKLAND

27 - 2nd Avenue S.W.
Dauphin MB R7N 3E5
PHONE: 622-2022
FAX: 638-6558

NORMAN

59 Elizabeth Drive
Thompson MB R8N 1X4
PHONE: 677-6780
FAX: 677-6862

Third and Ross Avenue
Box 2550
The Pas MB R9A 1M4
PHONE: 627-8213
FAX: 623-5792



**MINISTER OF
CULTURE, HERITAGE AND TOURISM**

Room 118
Legislative Building
Winnipeg, Manitoba, CANADA
R3C 0V8

The Government of Manitoba recognizes the contribution that strong volunteer-based recreation and leisure organizations make to our communities. We salute their work and encourage their endeavors through funding programs and other services.

The Grants and Resources Manual is produced by Manitoba Culture, Heritage and Tourism to aid these organizations in furthering their goals by providing information about available funding and resources. As well, Regional Services staff, located in six regions throughout Manitoba, are available to assist non-profit groups.

We look forward to continuing to support the organizations that make such a great contribution by providing healthy, active living opportunities.

I wish each of you continued success as you work to develop the programs and services that meet the interests and needs of your diverse communities.

Yours truly,

A handwritten signature in cursive script, reading "Ron Lemieux".

Ron Lemieux





Table of Contents

Introduction

About this manual	1
-------------------	---

Government of Manitoba

Manitoba Conservation

A.1.01	Environmental Youth Corps Funding Program	2
A.1.02	Critical Wildlife Habitat Program	4
A.1.03	Manitoba Fisheries Enhancement Initiative	5

Manitoba Culture, Heritage and Tourism

Programs Division

Recreation and Wellness Promotion Branch

B.1.01	Recreation Opportunities – Partners in Leisure	6
B.1.02	Effective Organizations: Skills Program for Management Volunteers	7
B.1.03	Fitness Directorate	9

Arts Branch

B.2.01	Arts Development Project Support	11
B.2.02	Community Arts Council Grants	13

Historic Resources Branch

B.3.01	Designated Heritage Building Grant	14
B.3.02	Community Museums Grants	15

Public Library Services Branch

B.4.01	Books by Mail	17
B.4.02	Rural Library Establishment Grants	18
B.4.03	Rural Library Operating Grants	20
B.4.04	Travelling Libraries	22

B.5.01	Regional Services Branch	23
--------	--------------------------	----

B.6.01	Community Places Program	25
--------	--------------------------	----

Manitoba Education, Training and Youth

C.1.01	Adult Literacy and Continuing Education Programs	27
C.1.02	Manitoba CareerStart	28
C.1.03	Partners with Youth	30
C.1.04	Business Mentorships	31

C.1.05	Youth Serves Manitoba	32
---------------	------------------------------	-----------

Manitoba Family Services and Housing

D.1.01	Vocational Rehabilitation Program	34
---------------	--	-----------

Manitoba Industry, Trade and Mines

E.1.01	Programs related to Aboriginal Economic and Social Development	37
E.1.02	Canada/Manitoba Business Service Centre	38

Manitoba Intergovernmental Affairs

F.1.01	Transportation of the Mobility Disadvantaged in Rural Manitoba	40
F.1.02	Rural Economic Development Initiative (REDI)	42

Manitoba Labour

G.1.01	Credentials Recognition Program	44
G.1.02	Ethnocultural Community Support Fund	45
G.1.03	Language and Communication in the Workplace	47

Sustainable Development Coordination Unit

H.1.01	Sustainable Development Innovations Fund	49
---------------	---	-----------

Government of Canada

Canadian Heritage

I.1.01	Introduction	51
I.1.02	Aboriginal Women's Program	52
I.1.03	Celebrate Canada	53
I.1.04	Cultural Initiatives Program	54
I.1.05	Museums Assistance Program (MAP)	55
I.1.06	Multiculturalism Program	56

Promotion of Official Languages Program

I.1.07	Assistance for Interpretation and/or Translation	57
I.1.08	Development of Official Language Service	58
I.1.09	Support for Linguistic Duality	59
I.1.10	Support for Official Language Community Organizations and Institutions	60

Environment Canada

J.1.01	Eco-Action – Community Funding Program	61
---------------	---	-----------

K.1.01	Health Canada	62
---------------	----------------------	-----------

Human Resource Development Canada

L.1.01	Opportunities Fund	63
---------------	---------------------------	-----------

L.1.02	Youth Initiatives	64
---------------	--------------------------	-----------

L.1.03	Human Resource Development Centres of Canada in Manitoba	65
---------------	---	-----------

Other Grants and Resources

Association for Manitoba Archives

M.1.01	Canadian Council of Archives Grants	66
---------------	--	-----------

N.1.01 The Canada Council for the Arts

	Dance Section	67
--	----------------------	-----------

	Music Section	68
--	----------------------	-----------

	Theatre Section	69
--	------------------------	-----------

	Media Arts Section	70
--	---------------------------	-----------

	Visual Arts Section	70
--	----------------------------	-----------

	Writing and Publishing Section	71
--	---------------------------------------	-----------

Canada/Manitoba Infrastructure Secretariat

O.1.01	Canada/Manitoba Infrastructure Program	73
---------------	---	-----------

Heritage Grants Advisory Council

P.1.01	Heritage Grants Program	75
---------------	--------------------------------	-----------

Manitoba Arts Council

Q.1.01	Introduction	76
---------------	---------------------	-----------

	Arts Development Grants and Programs	76
--	---	-----------

	Performing Arts Grants and Programs	77
--	--	-----------

	Visual Arts Grants and Programs	78
--	--	-----------

	Writing and Publishing Grants and Programs	79
--	---	-----------

Manitoba Athletic Therapists Association

R.1.01	Athletic First Aider Program (Level 1, 2, 3)	81
---------------	---	-----------

Manitoba Historical Society

S.1.01	Centennial Farm Awards Program	82
---------------	---------------------------------------	-----------

Manitoba Hydro		
T.1.01	Forest Enhancement Program	83
Manitoba Recreational Trail Association, Inc,		
U.1.01	Manitoba Millennium Trail Development Program	85
National Crime Prevention Centre		
V.1.01	Community Mobilization Program (CMP)	86
W.1.01	Service Clubs	87
Sport Manitoba		
X.1.01	Coaches/Officials Development Program	88
X.1.02	KidSport	89
X.1.03	Women in Sport Initiatives	91
Y.1.01	Volunteer Centre	92
Z.1.01	Wildlife Habitat Canada	93
Appendices		
	Funding	94
	Fundraising Tips	99
	Incorporation	100
	Citizen's Inquiry Service	102

Introduction

About this manual:

In 1983 a need was identified to gather together information about the various grants and resources available to voluntary organizations and communities throughout Manitoba. In response to this need, the Recreation and Wellness Promotion Branch of Manitoba Culture, Heritage and Tourism produced the first edition of the Grants and Resources Manual. The Recreation and Wellness Promotion Branch revises the manual every one or two years.

The information contained in this fifteenth edition was current as of December 2000. However, programs change, so you are advised to contact the appropriate department of agency before applying.

Where to get copies

Copies of the Grants and Resources Manual are available at your local library. No copyright exists for the manual, so please photocopy any pages you need.

Note: This publication could be made available in large print, audiotape, C.D., or Braille.

Government of Manitoba

Manitoba Conservation

Environmental Youth Corps Funding Program

A.1.01

Purpose: To encourage Manitoba youth to voluntarily participate in projects that improve and protect Manitoba's environment. The program stresses the importance of local action for sustaining the environment.

The Program offers Manitoba's young people an opportunity to prepare for the environmental challenges of tomorrow by helping them gain valuable education and experience today.

Eligibility: Charitable and voluntary organizations, environmental organizations, service clubs, local government organizations including municipalities, band councils and Aboriginal organizations.

Individuals and groups excluded from the above list may submit a joint application with an eligible applicant.

Criteria: Projects must:

- Address concerns relating to environmental protection, enhancement, rehabilitation, conservation and resource management
- Include clearly identifiable activities that have a beginning and an end
- Provide hands-on experience for residents of Manitoba between the ages of 6 and 24

Type of assistance: Sponsors approved are eligible for financial assistance, up to a maximum of \$5,000 to help cover project costs such as materials and supplies, equipment rental, transportation, wage support, and wind-up events.

Wage support for project coordination may be applied for, if required, for youth aged 16 to 24. Costs not covered include costs for capital assets or vehicle purchases, room and board or construction.

Examples of eligible projects include riverbank cleanup, recycling, developing fish habitat, improving water quality, planting trees, restoring wildlife habitat and rehabilitating the natural environment in local parks.

Application deadline: Call the Program Coordinator or the nearest Manitoba Conservation Regional Office.

Contact:

Program Coordinator

Manitoba Conservation

123 Main Street, Suite 160

Winnipeg, MB R3C 1A5

Telephone: (204) 945-3554

Fax: (204) 945-1211

TOLL FREE: 1-800-282-8069, ext. 3554

Critical Wildlife Habitat Program

A.1.02

Purpose:

- To identify, preserve and manage Manitoba's plants and animals with particular emphasis on unique, rare and endangered species, the prairie landscape and its ecotypes, and remnant habitats
- Current program initiatives include private and municipal land stewardship, natural resource inventories, land management and extension. Activities are targeted to Agro-Manitoba

Eligibility: Conservation districts, community groups and local organizations, fish and game clubs, naturalists groups, schools, and local governments interested in conservation of Manitoba wildlife habitats.

Criteria:

- Conduct natural resource inventories on selected habitats to identify areas of special interest and importance
- Provide advice to landowners on land use practices that benefit wildlife and expertise on native prairie management, endangered grassland species, bats, reptiles and amphibians
- Native prairie grazing projects demonstrating sound farming practices that benefit wildlife
- Identify wildlife habitat issues with local governments and provide environmentally sound alternatives which benefit landowners and wildlife
- Cooperative habitat enhancement projects

Type of Assistance:

- Provincial wildlife staff and Critical Wildlife Habitat Program staff provide expertise
- Cooperating groups or individuals may be expected to contribute time and/or labour, and/or monetary assistance
- A project proposal should include the purpose of the project, a description of the work to be undertaken, an estimate of costs and a statement of the anticipated benefits

Contact:

Critical Wildlife Habitat Program
Manitoba Conservation
Box 24, 200 Saulteaux Crescent
Winnipeg, MB R3J 3W3
Telephone: 945-7756 (Winnipeg)
Fax: 945-3077

Manitoba Fisheries Enhancement Initiative

A.1.03

Purpose: The Fisheries Enhancement Initiative funds projects that protect or improve fish stock, or enhance the areas where fish live.

Eligibility: Organizations in Manitoba may apply. ie. Community groups, associations, service clubs, local government agencies, business organizations, school and youth groups, fish and game associations.

Criteria:

- The projects must be environmentally and technically sound, and result in fisheries that are sustainable over the long term, both biologically and economically
- Projects should also promote local involvement in fisheries through co-operation with Manitoba Conservation, and raise public understanding of fish and their environment

Type of Assistance: Each project may receive a maximum of \$25, 000, although consideration will be given to special cases requiring more than this amount.

Contact:

For more information or to get your project application form, contact the nearest Manitoba Conservation Fisheries office:

Manitoba Fisheries Enhancement Initiative
Manitoba Conservation
Box 20, 200 Saulteaux Crescent, R3J 3W3
Telephone: (204) 945-7797
Fax: (204) 948-2308
E-mail: lianusz@gov.mb.ca

Manitoba Culture, Heritage and Tourism

Recreation Opportunities – Partners in Leisure

B.1.01

Purpose: To encourage municipal corporations and school divisions to form partnerships aimed at providing a wide range of community recreation opportunities through qualified recreation leadership.

Eligibility: Rural municipalities (RM's), local government districts (LGDs), towns and villages qualifying for funding. Within the boundaries of eligible municipal authorities, all existing school divisions or districts must participate.

Cities with a population of 10,000 or more and unincorporated centres are ineligible for the program.

Type of assistance: Required municipal contributions:

- a minimum of \$2.50 per capita for RMs and non-industrial LGDs
- a minimum of \$3.50 per capita for towns, villages and industrial LGDs with populations of 1500 or more
- a minimum of \$2.50 per capita for towns, villages and industrial LGDs with populations of less than 1500

For each partnership, the two lead partners must contribute at the minimum financial level designated for their type of municipal authority. Additional partners must contribute at least 50 percent of the designated level. School divisions are not required to contribute direct financing.

The province matches funding to the lesser of \$5 per capita or \$5,000 for each eligible participating municipal authority.

Application deadline: On-going

Qualifying municipal authorities have three funding options. For more information about these options, contact your nearest Regional Office.

Contact:

Recreation and Wellness Promotion Branch

Telephone: 945-3766

Or any Regional offices of Culture, Heritage and Tourism for proposal packages and information. See inside front cover for listings.

Effective Organizations: Skills Program for Management Volunteers

B.1.02

Purpose: To help manage non-profit organizations more effectively. Competent resource people design and deliver workshops and consultations for organizations, boards, or committees on a fee-for-service basis. Services and printed resources are available in English or French. You will work with a resource person to meet your organization's needs.

Workshops and consultations could include the following topics:

- **Effective Meetings:** preparing agendas, recording minutes, managing decision making, using parliamentary procedure
- **Financial Management:** the role of the board in the financial management of an organization; simple, logical approaches to bookkeeping, budgeting, record keeping and reporting
- **Leadership:** leadership roles in volunteer based organizations, such as organizing making presentations, running meetings, solving problems and making decisions
- **Marketing:** apply marketing strategies to promote an organization and its programs and services, public relations, advertising, market research and evaluations of marketing initiatives
- **Resource Generation, and Integrated Approach to Fundraising:** preparing to fund raise and develop a resource generation cycle, generating fundraising ideas, identifying potential revenue sources, and developing a good revenue mix
- **Role of the Board:** the role of the board as a whole, as well as roles of individual board members, committees, and staff; board/staff relationships, developing and implementing policy, and creating board handbooks
- **Time Management:** time management strategies at home, on the job and in volunteer work; setting goals and priorities, and finding solutions to common time wasters
- **Volunteers Working Together:** creating a positive climate that encourages volunteers to do the organization's work; recruiting and motivating volunteers, and evaluating the use of volunteer resources

Fees: The Skills Program tries to make the program affordable for volunteer organizations. The organization contracts with the resource person to deliver a workshop at a basic rate of \$25 for each hour of training time. An additional fee may be negotiated to custom design a workshop. The organization will also cover of travel, meals and accommodation if needed.

Contact:

A Regional or Branch Office of Manitoba Culture, Heritage and Tourism
The office of the umbrella organization with which your organization is affiliated

The Recreation and Wellness Promotion Branch at 945-4401 or e-mail:
mfmitchell@chc.gov.mb.ca

The National Skills Program for Management Volunteers resources are available from Canadian Parks and Recreation Association. They can be reached by telephone: (613) 523-5315 or by e-mail at **cpra@cpra.ca.**

Fitness Directorate

B.1.03

Purpose: The guiding philosophy of the Fitness Directorate is to promote healthy active living, a lifestyle that celebrates physical activity and integrates it into daily life. Active living is rooted in the belief that people who lead active lives have more control over their health, direction and quality of their lives.

To improve the health, quality of life and well being of individuals in Manitoba by promoting regular physical activity and by encouraging the building of supportive environments which sustain healthy individuals and communities. This will be accomplished through:

- Leadership development and training
- Information and resource development and management
- Provincial strategy for healthy active living
- Delivery system enhancement and partnership for building

How does the Fitness Directorate help your community?

If your community is seeking help or guidance about how to promote active living in your community, please talk to us. The Manitoba Fitness Directorate takes a pro-active approach to promoting healthy active living by:

- Consulting with health, fitness and recreation organizations in communities across the province
- Offering resources for a variety of active living activities and general fitness information
- Referring you to other sources of information about physical activity based on your identified need or interest
- Providing consultative services on healthy active living

How does the Fitness Directorate work for your community?

By encouraging partnerships with local governments, environmental groups, service clubs and other organizations, the directorate helps community groups spread public awareness of active living and the environment, integrate active living into diabetes education, and promote special events and themes like SummerActive and WinterActive across Manitoba. The directorate also encourages and assists groups to conduct research and plan activities related to active living.

How does the Fitness Directorate assist community leaders?

The fitness Directorate recognizes the value of volunteers and practitioners in Manitoba who can promote and support active living through effective leadership. The Manitoba Fitness Council (MFC), which the Manitoba Fitness Directorate supports, is one example of a non-profit organization devoted to providing

leadership awareness and advocacy through fitness and active living initiatives leading to improved health and quality of life for all Manitobans.

Contact:

Fitness Directorate Office
6th floor - 213 Notre Dame Avenue

Winnipeg, MB R3B 1N3

Phone: (204) 945-3766

Fax: (204) 945-1684

E-mail: jevanchuk@gov.mb.ca

Websites:

www.activeliving.ca

www.goforgreen.ca

www.canadian-health-network.ca/1active_living.html

Arts Development Project Support Program

B.2.01

Purpose: To assist Manitoba nonprofit community-based organizations to undertake initiatives in audience development or arts skills development in the performing, exhibiting or literary arts.

Eligibility: Applications must be submitted by nonprofit community-based **organizations** in Manitoba. (Groups not eligible under this program include professional arts organizations and organizations eligible for assistance from the Multicultural Grants Advisory Council.)

Criteria: These programs are not intended to duplicate assistance provided by other provincial departments and agencies.

- Have been in existence for a minimum of one year
- Have kept verifiable financial records for a minimum of one year, including an annual financial statement
- Sustain a regular program of arts activity with clearly defined goals and objectives

Type of Assistance: Subject to the Department's review of the application and to available funds, the level of assistance depends upon the location of the project.

	Maximum Grant
Winnipeg-based projects	\$ 750.00
Southern Manitoba (except Winnipeg)	\$1,000.00
Northern Manitoba - accessible by road	\$1,250.00
Northern Manitoba - accessible only by air	\$2,500.00

Total grants to an organization in any fiscal year (April 1 to March 31) will not exceed the following maximums:

	Annual Maximum
Winnipeg-based projects	\$ 1,500.00
Southern Manitoba (except Winnipeg)	\$2,000.00
Northern Manitoba - accessible by road	\$2,500.00
Northern Manitoba - accessible only by air	\$5,000.00

- Audience Development Projects
- Arts Skill Development Projects
- Remote Arts Projects

Grants are paid after the project takes place. Grant recipients must submit an evaluation report, including a signed project financial statement and verifying documents, within 60 days following completion of the project.

Contact:

Contact your Regional Offices of Culture, Heritage and Tourism for applications and information. See "Regional Services Branch" for listings

Community Arts Council Grants

A.2.02

Purpose: To provide operating and programming assistance to rural Community Arts Councils. The Councils administer a range of community-based arts programs and some may operate permanent cultural facilities.

Eligibility:

- Community Arts Councils in rural Manitoba
- These councils are community-based nonprofit organizations composed of representatives from one or more community cultural groups and interested community members.

Criteria: Applicants:

- Must be located outside Winnipeg
- Should have letters of financial commitment which include a certification of the per capita contributions by supporting municipalities
- Must have a constitution and bylaws and operate with an elected Board of Directors
- Must have provided programming for at least one year
- Must be nonprofit organizations
- Must offer memberships to the public

Programming:

- Must include a variety of arts, cultural and heritage activities
- Must be open and accessible to the public

Type of Assistance:

• Operating Grants

Community Arts Councils are eligible to receive an operating grant based on the level of municipal support received in the organization's next-to-last fiscal year.

• Community Support Incentive (CSI) Grant

Up to \$5000, based on the organization's level of revenue from earnings and fund-raising.

• Program Support Grant

Community Arts Councils are eligible to receive a Program Support Grant based on their level of programming activity and revenue in their next-to-last fiscal year. The total of the Operating Grant, the Community Support Incentive Grant, and the Program Support Grant in any fiscal year shall not exceed \$30,000.

Contact: Contact your Regional Offices of Culture, Heritage and Tourism for applications and information. See "Regional Services Branch" for listings.

Designated Heritage Building Grants

B.3.01

Purpose: To assist owners of provincially and municipally designated heritage buildings in the restoration, stabilization, preservation, or rehabilitation of these buildings.

Eligibility:

- The owner of a provincially or municipally designated heritage building, or
- The holder of a long-term lease (minimum of 10 years beyond date of application) for the property, if the building owner gives permission in writing

Criteria: This grant program applies only to buildings of particular architectural or engineering merit and historical significance which have been designated as such by the Province, the municipality under the *Heritage Resources Act*, or by the City of Winnipeg under Bylaw No. 1474/77 (Grades I, II, or III). Heritage sites designated for their archaeological or historical significance are not eligible under this program. Program criteria, guidelines and application forms are reviewed annually.

Contact:

Historic Resources Branch
Manitoba Culture, Heritage and Tourism
Main Floor, 213 Notre Dame Avenue
Winnipeg, MB R3B 1N3
Telephone: 945-5809
Fax: 948-2384

Community Museums Grants

B.3.02

Purpose:

- Provides support for facilities that serve to protect and interpret Manitoba's heritage resources
- Improves the quality of museum collections and programs throughout Manitoba
- Facilitates the effective use of available resources through cooperation among Manitoba's museums and related institutions and organizations

Eligibility: Non-profit, public community museums may apply for operating funds in one of two levels.

Criteria: An eligible museum must:

- Have a clearly defined statement of purpose which includes the primary reason for creating the museum, functions of the museum, geographical area to be served, subjects and time period to be covered
- Have been in operation for at least one year
- Be open to the public a minimum number of days each year totaling no less than a specified number of hours, depending on the level of assistance
- Have a governing authority solely responsible for its management and with clear reporting lines to the public
- Be a non-profit corporation or a public institution operated by a municipality, historical society, library, university, or Indian Band
- Hold clear ownership of a majority of items in its collection
- Have a definable site with space designated for museum purposes
- Maintain separate financial records related to the operation of the museum
- Not receive operating grants directly or indirectly under other grant programs of the Manitoba Government
- Show a reasonable level of attendance for the area and size of museum
- Agree with the Minister of Manitoba Culture, Heritage and Tourism to permit and cooperate in an annual evaluation of the museum if required by the Minister

Type of assistance:

- 45% of normal operating expenditures, or
- \$3150.00, whichever is less

The formula is applied against figures from the prior year's financial statement after eligibility criteria have been met for each level.

Contact:

Contact your Regional Offices of Culture, Heritage and Tourism for applications and information. See "Regional Services Branch" for listings or contact:

David McInnes,
Historic Resources Branch Manitoba
Culture, Heritage and Tourism
134 - 213 Notre Dame Avenue
Winnipeg, MB R3B 1N3
Telephone: 945-0404
Fax: 948-2384
E-mail: dmcinnes@chc.gov.mb.ca

Books By Mail

B.4.01

Purpose: The Public Library Services Branch lends books in English and French with the Province paying postage both ways.

Eligibility: Any individual in Manitoba without access to an established library service, except those living on federal lands.

Contact: Public Library Services - Open Shelf

Manitoba Culture, Heritage & Tourism

200 - 1525 First Street S

Brandon, MB R7A 7A1

Telephone: (204) 726-6590 or (204) 726-6885 Fax: (204) 726-6868

TOLL FREE: 1-800-252-9998

Rural Library Establishment Grants

B.4.02

Purpose: To increase the number of Manitobans with access to local library services, the Province pays an establishment grant for any municipality establishing library service for the first time under Part II or Part III of *The Public Libraries Act*. The purpose of this grant is to:

- Ensure a basic book collection is available for the use of residents of a municipality establishing library service for the first time
- Encourage the formation of larger and more efficient library systems

Eligibility: Public library boards may establish only where a municipality contributes a minimum of \$3.75 per capita (*The Public Libraries Act Regulations* 3(1)).

Public library boards so established under Part II or Part III of *the Public Libraries Act* apply for an Establishment Grant.

Criteria: Public library boards established under Part II or Part III of *the Public Libraries Act* may apply for an Establishment Grant.

The library board is eligible for an Establishment Grant on the next April following the passing of the library bylaw. As provided in Manitoba Regulation 153/83, the Library board chairperson applies for an Establishment Grant in a letter accompanied by:

- A certified copy of the library bylaw following its third reading by the municipality
- A list of the board members and their addresses
- For a regional library, a certified copy of the agreement

The bylaw and draft agreement must be submitted for the approval of the Minister of Culture, Heritage and Tourism and the authorization of the Municipal Board before the bylaw is passed and the agreement signed.

Type of Assistance:

- An Establishment Grant of \$5,000 is paid to any municipality establishing library service for the first time
- At least \$4,000 of each \$5,000 grant must be spent on the purchase of books and library materials
- Municipalities seeking to establish library services are encouraged to join an existing library system rather than to create an independent system
- Assistance with establishment procedures is available from Public Library Services Branch

Application deadline: The establishment grant to a library is normally paid at the same time as the operating grant is paid, following April 1 of each year.

Contact:

Director

Public Library Services

Manitoba Culture, Heritage and Tourism

Unit 200 - 1525 1st Street

Brandon, MB R7A 7A1

Phone: (204) 726-6590

Fax: (204) 726-6868

TOLL FREE: 1-800-252-9998

Rural Library Operating Grants

B.4.03

Purpose: This program provides financial assistance for the annual costs of operating libraries established under *The Public Libraries Act*. Assistance is based on population and municipal contribution. Calculations are done separately for each municipality. This program supports improvements to the quality and scope of library service in rural Manitoba.

The formula outlined in Manitoba Regulation 153/83 seeks to:

- Provide for equitable sharing by the Province and municipalities of the costs of library service
- Maintain viable collection development for sharing of library resources

Eligibility: Public library boards established under Part II or Part III of *The Public Libraries Act* may apply for an annual operating grant under this program.

Criteria:

Applications are mailed annually in January to the chair of each library board established under Part II or Part III of *the Public Libraries Act*.

Applications are processed after April 1 of each year and after the following documents have been received:

- A proposed budget for the current year
- The annual report for the preceding year; under *The Public Libraries Act*, this is required by January 31 annually
- An audited financial statement for the preceding year

Type of Assistance: The grant consists of a total of:

- A basic grant to match municipal funding for the library to a maximum of \$7.50 per capita based on the population of the municipality on May 31 of the preceding year.
- A development grant for purchasing library collection materials equal to \$5,000 for each branch and bookmobile that meets the following program criteria:
 - Public access for a minimum 10 hours weekly at each branch or bookmobile
 - Sharing of resources with other libraries in the province
- Library collection materials include, but are not limited to, books, tapes, videos, films, CD-ROMs, periodicals, and electronic online access.
- Payments are based on the proposed municipal funding for the current year, and are adjusted, if need be, in the subsequent year when the actual municipal funding can be verified by the audited statement.

Note:

For this program, annual operating costs include those related to staff, library materials, utilities, maintenance, stationery, postage, programs, shelving, computers, equipment and furniture. The acquisition, construction or installation of physical assets related to the structure of a library and the purchase of vehicles and bookmobiles are not included.

Grants are processed for payment upon completion of criteria and after April 1 each year.

Provincial operating grants and the municipal funding used to generate annual provincial operating grants cannot be used to accumulate a surplus, and cannot be used as the local share toward a matching capital grant.

Contact:

Director, Public Library Services
Manitoba Culture, Heritage and Tourism
Unit 200 - 1525 1st Street
Brandon, MB R7A 7A1
Phone: (204) 726-6590
Fax: (204) 726-6868
TOLL FREE: 1-800-252-9998

Traveling Libraries

B.4.04

Purpose: Public Library Services lends blocks of books to Manitoba communities that do not have access to an established public library.

Eligibility:

- A minimum of six interested individuals and a volunteer custodian responsible for maintaining the books.
- Traveling libraries must be located where there is public access.
- Services are provided to Manitobans without access to an established public library, except those living on federal lands.

Fees: Freight charges both ways are paid by the Public Library Services Branch.

Contact:

Public Library Services - Traveling Libraries
Manitoba Culture, Heritage and Tourism
200 - 1525 First Street S
Brandon, MB R7A 7A1
Telephone: (204) 726-6590 or (204) 726-6476
Fax: (204) 726-6868
TOLL FREE: 1-800-252-9998

Regional Services Branch

B.5.01

Purpose:

- Regional Services supports rural, remote, and northern communities in initiating growth and change toward community and regional sustainability.
 - Regional staff serves as the Department's decentralized point of access.
- Offices are located in:

Central (Morden)
Eastman (Beasejour)
Interlake (Gimli)

Norman (Thompson and The Pas)
Parkland (Dauphin)
Westman (Brandon)

Services: Decentralized services that may be used by communities and Program Branches include the following:

Access
Assessment
Communicating Policies
Conflict Resolution
Consensus Building
Consultation
Coordination
Delivery
Development
Empowerment
Evaluation
Facilitation

Issue Analysis
Leadership Training
Monitoring
Operational Planning
Organizational Planning
Promotion
Referral
Regional Administration
Resource Distribution
Team Consultation
Trouble Shooting
Volunteer Development

Service Delivery:

In recognition of the diverse needs of rural and northern Manitobans, Regional Services provides access to programs, grants, and resources in partnership with 25 government departments and agencies:

Arts:

Arts Councils Administrators' Training
Arts Development Project Support
Comité Culturel
Community Arts Councils Grants
Consolidated Grant Program
Provincial Art Collection
Regional Arts Committees
Regional Juried Art Shows

Tourism:

Tourism Product Development Program
Capital Projects
Marketing Support

Historic Resources:

Commemorative Markers
Community Museums Grants
Designated Heritage Building Grant
Municipal Heritage Advisory Committees

Provincial Archives:
Community Archives Equipment Grant

Public Library Services:
Library Establishment
Services to Public Libraries

Recreation & Wellness Promotion:
Policy for Recreation Opportunities
Recreation Opportunities Program
Skills Program
Recreation Directors Development
Arena/Pool Management Course
Provincial Recreation Conference
Playleader Training
Regional Volunteer Conferences
Northern Water Safety Education
Regional Recreation Committees
Recreation Connections
Recreational Water Safety Advisory Committee
Fitness Leadership
Regional Wellness/Active Living Committees
Corporate Challenge
Healthy Communities
Summer/Winter Active
Regional Facility Operator Training
Manitoba Go For Green
Recreation Commissions
Orientation and Training

Municipal Heritage Site Designation
Provincial Heritage Site Designation

Aboriginal and Northern Affairs
Keewatin Community College:
Curriculum Committee
Northern Recreation Directors
Recreation and Community Leadership Dip
Advisory Committee

Education and Training
Partners with Youth
Young Entrepreneurs
Career Start

Frontier School Division:
Frontier Games

Conservation:
Environmental Youth Corps
Sustainable Development Innovations Fun

Sport Manitoba:
Regional Sport Associations
Manitoba Games
North American Indigenous Games

Manitoba Community Places Program
Manitoba Community Services Council
Manitoba Arts Council
Multicultural Grants Advisory Council
Heritage Grants Advisory Council
Lotteries Distribution

Contact: Telephone numbers of Regional Offices are listed on inside cover.

Community Places Program

B.6.01

Purpose: The Community Places Program helps non-profit organizations to improve quality of living within their communities. The program provides funding for the upgrading, construction or acquisition of buildings and other facilities that provide lasting, long-term benefits to community residents.

Eligibility: Eligible project sponsors include: recreational, cultural, heritage and other non-profit community organizations in Manitoba. Under the Community Places Program, a non-profit organization is defined as one whose legal incorporation specifies that its activities will be carried on with no financial gain to any of its members, and that upon dissolution of the corporation, its property of the proceeds thereof will be turned over to a charitable organization. Public schools, universities, hospitals, nursing homes, businesses, commercial co-operatives, federal, provincial and City of Winnipeg departments and agencies are not eligible.

Project proposals involving the upgrading, construction or acquisition of community facilities available to the general community are eligible for consideration under the Community Places Program. In reviewing applications, Community Places gives priority to proposals involving critical repairs to extend the life of well-used, existing facilities. This does not include ongoing maintenance.

Criteria

- The availability of sufficient resources to complete the project confirmed
- The project is well-planned
- Project costs are accurately estimated and supported by contractor's estimates or quotations
- Project costs reflect essential items only
- If the project involves upgrading and/or addition, the existing building is structurally sound
- There is reasonable evidence that, once the project is complete, the facility will:
 - provide long-term service that meets the need of the community at large
 - not compete with existing facilities
 - be financially viable over the long term, with broad community support
 - be well-maintained through the implementation of a long-range maintenance program

Type of assistance:

- The Community Places Program may contribute up to 50% of total eligible project costs, up to a maximum grant of \$50,000. Project sponsors must

contribute the remaining portion of the project value from their own and/or other sources, such as local government and other grants

- Other provincial government funding sources will be taken into account as to ensure that the total amount of provincial funding does not exceed 50% of eligible project costs
- Community Places grants are paid to project sponsors as reimbursement for approved, paid project cost expenditures and the approved value of volunteer labour, donated labour and materials, and loaned heavy construction equipment involved in the project
- Eligible costs include building permit fees, expenditures for labour, materials and equipment rentals and utility hook-ups.

Contact:

Manitoba Culture, Heritage and Tourism
Community Places Program
3rd Floor - 213 Notre Dame Avenue
Winnipeg, MB R3B 1N3
Telephone: (204) 945-0502
Fax: (204) 948-2086

Manitoba Education, Training and Youth

Adult Literacy and Continuing Education Programs

C.1.01

Purpose: The Adult Literacy and Continuing Education Branch funds community-based programs throughout the province. Adults seeking upgrading from beginner readers and writers to pre-GED reading, writing, and numeracy are served through these programs.

Eligibility: Open to all Manitoba Aboriginal people at least 18 years of age and out of public school for at least a year.

Criteria: Any Manitoban desiring to improve his/her academic skills in reading, writing or math.

Type of Assistance: All community-based programs are free. In some cases, childcare and transportation may also be provided. No subsidies or training allowances are available.

Contact:

Barbara Wynes, Manager
Adult Literacy and Continuing Education
280-800 Portage Avenue
Winnipeg, MB R3G 0N4
Telephone: (204) 945-8247
Fax: (204) 948-3104
TOLL FREE: 1-800-282-8069, ext. 8247
Office Hours: 8:30 a.m. to 4:30 p.m.

Manitoba CareerStart

C.1.02

Purpose: To provide work experience incentives to help private sector employers create new, career-related summer jobs for students 16 years of age and over and unemployed youth aged 16 to 24 years.

Under the CareerFocus component of the program, students are given the opportunity to gain work experience that is directly linked to their studies and may lead to academic accreditation.

Eligibility

Employers - Registered Manitoba businesses, institutions, organizations and community or non-profit groups which are in full operation before applying to the program

Employees - Full-time students who are 16 years of age or over, unemployed (working 15 hours a week or less) and legally entitled to work in Canada

Or

youth 16 to 24 years of age, unemployed and legally entitled to work in Canada.

Criteria:

Projects must meet the following requirements:

- The position must be an additional position
- The employer determines duties performed and provided training
- Regional markets have a demand for this type of work
- The position is suitable for and related to the new employee's career
- Non-profit groups must provide a direct service to the community
- Proposed employees with special needs are given priority
- Positions must provide a minimum of 25 hours weekly in consecutive weeks of employment, and a minimum of 200 total hours of employment

Level of assistance:

Approved employers are provided with a work experience incentive of \$2 per hour. Employers are eligible to apply for a maximum of three positions for each independent work location.

Application deadline:

Employers are encouraged to contact the program for information in February. Deadlines for 2001; March 30 and May 19, 2001.

Contact:

Laurie Unrau

Program Manager

Manitoba CareerStart

310 - 800 Portage Avenue

Winnipeg, MB R3G 0N4

Telephone: (204) 945-5396

Fax: (204) 945-5726

TOLL FREE: 1-800-282-8069

Partners with Youth

C.1.03

Purpose: To provide a wage incentive to employers who are able to generate entry **level** career-related positions for unemployed youth and recent graduates.

Eligibility:

Employers - Registered Manitoba businesses, institutions, organizations and community non-profit groups which are in full operation before applying to the program.

Employees - Recent graduates or unemployed youth between the ages of 16 and 24 legally entitled to work in Canada.

Level of assistance: Employers are eligible to receive a wage incentive of \$3 per hour for the first 12 weeks of full-time employment and \$2 per hour for up to an additional 14 weeks of full-time employment.

Funding for the program is provided by Manitoba Education, Training and Youth and Manitoba Intergovernmental Affairs through the Rural Economic Development Initiative.

Young Entrepreneurs: A component of Partners With Youth, this program is designed to encourage Manitoba's youth to start their own businesses. Under Young Entrepreneurs, approved applicants are provided with a matching grant to help defray business start-up costs.

Level of assistance: Youth are eligible for a grant of \$1000 to \$4000 provided the applicant contributes matched funding.

Application deadline: Continuous intake

Contact:

Laurie Unrau
Program Coordinator
Young Entrepreneurs
310 - 800 Portage Avenue
Winnipeg, MB R3G 0N4
Telephone: (204) 945-5396
TOLL FREE: 1-800-282-8069

Business Mentorships

C.1.04

Purpose: To provide part-time employment opportunities during the school year with Manitoba businesses for post-secondary students.

Eligibility: Employers - Registered Manitoba businesses that are in full operation before applying to the program,
Employees - Full-time, Manitoba post-secondary students who are enrolled in, at minimum, a two-year program.

Criteria:

- Positions must provide the student work experience that is related to his or her field of study
- The student must have this career-relatedness endorsed by their educational institution
- Positions must be additional to regular hiring or shift requirements

Type of Assistance: Approved employers are provided with a work experience incentive of 50 percent of the hourly wage plus 4 percent vacation allowance to a maximum of \$3.30/hour. Employers are eligible to apply for a maximum of three positions for each independent work location.

Application Deadline: This pilot program will accept and assess applications upon receipt. The deadline is Friday, December 28, 2001.

Contact:

Carol Morton
Program Consultant
Business Mentorships
310 - 800 Portage Avenue
Winnipeg, MB R3G 0N4
Phone: (204) 945-8115
TOLL FREE: 1-800-282-8069

Youth Serves Manitoba

C.1.05

Purpose: Bursaries are available to encourage post-secondary students to engage in meaningful part-time community service work with registered charitable and non-profit organizations in Manitoba.

Eligibility: Students - Manitoba post-secondary students who are attending school full-time and returning to full-time studies in the next academic year.
Organizations - Must be a Manitoba registered charity or an incorporated not-for-profit agency.

Criteria:

- Students must be approved under the program before they begin logging hours
- Students who currently perform community service work with an agency must expand their skills and experiences to be eligible
- Students must develop career skills through their community service
- The community service work to be performed must be meaningful and provide a benefit to the community

Type of Assistance: Approved post-secondary students will receive a \$500 bursary upon completion of 100 hours of community service and may re-apply for an additional 100 hours to complete a total of 200 hours for a \$1000 bursary. 2nd bursaries are subject to availability of funds.

Application Deadline: Applications will be assessed upon receipt. The deadline was Thursday December 28, 2000. The program operates from September - June each year.

Contact:

Jodie Fast

Program Consultant

Youth Serves Manitoba

310 - 800 Portage Avenue

Winnipeg, MB R3G 0N4

Phone: (204) 945-3560

TOLL FREE: 1-800-282-8069

Manitoba Family Services and Housing

Vocational Rehabilitation Program

D.1.01

Purpose: Provides vocational rehabilitation services to assist individuals with a disability to prepare for, and maintain employment.

Eligibility: The program is available to all Manitobans with the exception of on-reserve communities.

Criteria:

- Disability must be substantiated in writing
- Must be a minimum of 16 years of age
- Be assessed by Vocational Rehabilitation Counsellor as being able to pursue employment and be willing to engage in a rehabilitation process

Type of Assistance:

- Vocational Counselling
- Vocational Assessments
- Individual Vocational Planning
- Educational and Work Training
- Support Services
- Job Placement
- Follow Up Services

Manitoba residents with disabilities may receive these services from regional offices of Manitoba Family Services or the following designated agencies:

- The Canadian National Institute for the Blind
- The Canadian Paraplegic Association
- The Society for Manitobans with Disabilities

The provision of services is determined by individual need, availability of funding and program resources, and program funding policies.

Day Services: Day Services are operated by community boards or agencies and provide a range of options designed to develop, maintain and maximize an individual's vocational, social and personal care needs. Services may be:

- Supported Employment and Non-Facility Based Services
- Facility-Based Services
- Personal Development Services
- Follow-up Services

Contact: Manitoba Family Services, Adult Services,
Vocational Rehabilitation and Day Programs
119 - 114 Garry Street
Winnipeg MB R3C 4V4

Telephone: 945-4974
Fax: 945-5668

For more information, contact the Manitoba Family Services regional office in your area:

Thompson Region

867 Thompson Drive S.
Thompson MB R8N 0C9
Ph: 677-6570 Fax: 677-6517

Parkland Region

3rd floor, 27 - 2nd Avenue SW
Dauphin MB R7N 3E5
Ph: 622-2035 Fax: 638-3278

Norman Region

Box 2550
The Pas MB R9A 1M4
Ph: 627-8212 Fax: 623-5792

Interlake Region

3rd floor Administration Building
Box 9600
Selkirk MB R1A 2B5
Ph: 785-5062 Fax: 785-5210

Winnipeg Region

5 - 189 Evanson Street
Winnipeg MB R3G 0N9
Ph: 945-6333 Fax: 945-1735

Central Region

25 Tupper Street North
Portage la Prairie MB R1N 3K1
Ph: 239-3100 Fax: 239-3148

Eastman Region

20 - 1st Street
Beausejour MB R0E 0C0
Ph: 268-6026 Fax: 268-6100

Westman Region

340 - 9th Street
Brandon MB R7A 6C2
Ph: 726-6173 Fax: 726-6536

Or contact one of the following agencies:

The Canadian National Institute for the
Blind
(Manitoba Division)
1080 Portage Avenue
Winnipeg MB R3G 3M3
Ph: 774-5421 Fax: 774-5090

Canadian Paraplegic Association
(Manitoba Division)
825 Sherbrook Street
Winnipeg MB R3A 1M5
Ph: 786-4753 Fax: 786-1140

Society for Manitobans with Disabilities Inc.(SMD)

Head Office

825 Sherbrook Street
Winnipeg MB R3A 1M5
Ph: 786-5601 Fax: 783-2919
TTY: 784-3713
TOLL FREE: 1-800-225-9108

Westman Regional Office

340 9th Street
Brandon MB R7A 6C2
Ph: 726-6157 Fax: 726-6499

Central Office

Box 489
Morden, MB, R6M 1A5
Ph: 822-1947 Fax: 822-1948
TOLL FREE: 1-800-269-5451

Northern Regional Office

303-83 Churchill Road
Thompson MB R8N 0B8
Ph: 778-4277 Fax: 778-4461

TOLL FREE: 1-800-813-3325

Parkland Regional Office

27 2nd Avenue SW

PO Box 22

Dauphin MB R7N 3E5

Ph: 622-2293 Fax: 622-2260

TOLL FREE: 1-800-844-2307

Eastman Regional Office

201 - 323 Main Street

Box 20550

Steinbach MB R0A 2T2

Ph: 326-5336 Fax: 326-9762

TOLL FREE: 1-800-497-8196

Manitoba Industry, Trade and Mines

Programs related to Aboriginal Economic and Social Development

E.1.01

Purpose: To list the resources and programs available for use by Aboriginal communities.

Manitoba Industry, Trade and Mines publishes an extensive resource manual called Ota-Miska (Where to find it) which lists services, resources and programs by subject area for the use of Aboriginal communities and the public. This manual is available for use in consultation with staff in the Northern Affairs Regional Offices, in Culture, Heritage and Tourism Regional Offices, or your local community or band council office. Ota-Miska is also available on the Internet and at the Canada/Manitoba Business Service Centre sites.

Rather than duplicate an existing resource, listed below are the subject areas contained in the manual. Groups and individuals who live within the boundaries of Northern Affairs are encouraged to make use of the Ota-Miska as this resource manual was developed to meet your needs.

Subject Areas:

- Agriculture
- Culture and Recreation
- Economic and Resource Development
- Education and Training
- Employment and Job Creation
- Housing
- Native Organizations and Services
- Social Services
- Foundations
- Youth

Contact:

Janet Fontaine
Industry, Trade and Mines
Telephone: (204) 945-2449
Fax: (204) 983-3852
TOLL FREE: 1-800-665-2019
Website: www.gov.mb.ca

Canada/Manitoba Business Service Centre

E.1.02

Purpose: The Canada/Manitoba Business Service Centre (C/MBSC) provides information and problem-solving research on business and trade related programs and services offered by the federal and provincial governments, as well as those of a number of key private sector organizations in order to support the economic, industrial, and international trade development activities of Manitoba's business community. The C/MBSC provides this via a telecentre staffed by highly trained information officers, a walk-in area for business and trade information pick-up, a reference library containing thousands of publications, audio and video tapes, periodicals, CD-ROMs and databases, and an expansive collection of Internet based information.

Eligibility: The C/MBSC's main client group consists of new entrepreneurs, established businesses in any sector, and new or existing exporters.

Type of Assistance:

- government programs, services, and regulations;
- international trade development assistance such as the "how to's" of exporting, trade fairs and missions, foreign market intelligence, Canadian Consulate and other government trade contacts, and export assistance programs;
- small business start-up and development assistance, including business planning;
- patents, industrial designs, copyrights and trademarks, and is an intermediary for the Patent Information Exploitation Program;
- general industry intelligence such as sector profiles;
- through specially developed "blended" information products, comprehensive information on strategic business areas: finance, taxation, export, business development, and youth business.

C/MBSC provides intermediary services for federal incorporation including non-profit organizations. Services include:

- information on requirements and procedures;
- provision of kits;
- acceptance of completed filings, which are forwarded to Ottawa for processing.

Type of Service:

Business and Trade Library:

- leading-edge business products including management training videos, publications, business directories, how-to manuals, CD-ROM's and external databases for problem-solving research;
- key topics include business development, trade and foreign market information, industry sector information, statistics, and marketing.

Counselling Services:

- Specific business areas of small business expertise include marketing, accounting, and financial and entrepreneurial training;
- Counselling for specific target markets include women, Aboriginal, and cultural groups.
- Counselling services available at no cost to the client.

Program Delivery:

- Business Start Program
- Manitoba Marketing Network

Services are outreached via 18 satellite offices located throughout Manitoba. Please check our web site for the various locations. The C/MBSC is a member of the National Network of CBSC's, located in every province and territory.

Contact: Canada/Manitoba Business Service Centre
 Room 250 - 240 Graham Ave.
 P.O. Box 2609
 Winnipeg, MB R3C 4B3
 Telephone: (204) 984-CBSC (2272) or toll free in Manitoba 1-800-665-2019
 Fax: (204) 983-3852
 InfoFax: (204) 984-5527 or toll free in Manitoba 1-800-665-9386
 Office Hours: 8:00 a.m. to 5:00 p.m. (Monday - Friday)
 Web site: <http://www.cbsc.org/manitoba>

The C/MBSC is a partnership jointly managed by Western Economic Diversification and Manitoba Industry, Trade and Mines.

Manitoba Intergovernmental Affairs

Transportation of the Mobility Disadvantaged in Rural Manitoba

F.1.01

Purpose: To assist communities that have taken the initiative in providing transportation services for mobility disadvantaged persons in rural Manitoba.

Eligibility: The municipal government sponsoring the service. Two or more municipalities may work together but one must act as the sponsor for the purpose of receiving the grant.

Criteria

- Service must be provided to all mobility disadvantaged persons living in the community or visiting from any other community
- Vehicles and equipment must meet the minimum standards under all federal and provincial laws, regulations and orders
- Vehicles must be kept fully insured at a level of coverage specified by the Province

Type of assistance: Start Up Grant: One time grant of \$6,000 to assist sponsors in the establishment of a new service and in defraying the costs during the initial operating period.

Operating Grant:

37-1/2 per cent of gross operating expenses to a maximum of \$20,000 in any one calendar year, or to a maximum of \$30,000 in communities which operate two handi-vans.

Capital Grant:

50 per cent of the costs of approved capital expenditures to a maximum of \$10,000. Capital grants are available for original and additional handi-vans, not replacements.

Application deadline: Ongoing

Note: Program guidelines are under review. Contact the Department for more information.

Contact:

Carla Szabo

Manitoba Intergovernmental Affairs

Municipal Finance and Advisory Services

P.O. Box 22080

2022 Currie Boulevard

Brandon, MB R7A 6Y9

Telephone: (204) 726-6725

Fax: (204) 726-6290

Rural Economic Development Initiative (REDI)

F.1.02

Purpose: To encourage economic growth and development in rural Manitoba communities.

Eligibility: Programs and services are available to applicants in rural and urban municipalities outside of Winnipeg.

Criteria: Criteria vary with each program.

Level of assistance: Varies with each program

Infrastructure Development - assistance may be provided on a 50-50 matching Basis for off-site project costs to a maximum of \$100,000 for a community project and a maximum of \$500,000 for a regional project.

Feasibility Studies Program - assistance may be provided up to 50 per cent. Eligible projects include a financial analysis, market analysis, engineering analysis, or a combination related to the development of a new or expanding enterprise in rural Manitoba.

Partners With Youth - is to provide a wage incentive to employers able to generate entry-level career-related positions for unemployed youth and recent graduates aged 16 - 24. A graduated wage incentive of up to \$3 per hour is available to businesses, institutions, and community/non-profit organizations for a period of 12 to 26 weeks.

Young Entrepreneurs Program, a component of **Partners With Youth**, is designed to encourage Manitoba's youth to start their own businesses. Approved applicants receive a matching grant of up to \$4,000 to defray startup costs.

Rural Entrepreneur Assistance (REA) - under the REA program, the Province provides loan guarantees for business loans between \$10,000 and \$100,000 to new or expanding, full-time, small and home-based businesses in rural Manitoba. The loans are offered and administered by participating banks and credit unions for five year terms at an interest rate of prime + 1%.

Community Works Loan Program - through this program, community development corporations can provide loans of up to \$10,000 at a competitive rate to small businesses or new entrepreneurs in their designated communities.

Contact:

REDI Office 1-800-567-REDI or your local Intergovernmental Affairs Office:

Beausejour

P.O. Box 50, 125 - 20 First St.
Beausejour, MB R0E 0C0
Telephone: (204) 268-6058
Fax: (204) 268-6007

Birtle

Box 388, 726 Main Street W.
Birtle, MB R0M 0C0
Telephone: (204) 842-5244
Fax: (204) 842-5125

Brandon

Box 22147, 2022 Currie Blvd.
Brandon, MB R7A 6Y9
Telephone: (204) 726-6267
Fax: (204) 726-6290

Dauphin

27 - 2nd Ave. SW
Dauphin, MB R7N 3E5
Telephone: (204) 622-2115
Fax: (204) 622-2298

Deloraine

Box 389, 206 Broadway St. N.
Deloraine, MB R0M 0M0
Telephone: (204) 747-3331
Fax: (204) 747-2050

Killarney

Box 1420, 203 South Railway St.
Killarney, MB R0K 1G0
Telephone: (204) 523-8984
Fax: (204) 523-5202

Winnipeg

604 - 800 Portage Avenue
Winnipeg, MB R3G 0N4
Telephone: (204) 945-2157
Fax: (204) 945-5059

Morden

323 North Railway Avenue
Morden, MB R6M 1S9
Telephone: (204) 822-2840
Fax: (204) 822-2847

Portage la Prairie

25 Tupper St. N. Third Floor
Portage la Prairie, MB R1N 3K1
Telephone: (204) 239-3343
Fax: (204) 239-3459

Selkirk

103 - 235 Eaton Avenue
Selkirk, MB R1A 0W7
Telephone: (204) 785-5090
Fax: (204) 785-5155

Steinbach

Box 2680, 335 - 323 Main St.
Steinbach, MB R0A 2A0
Telephone: (204) 346-6240
Fax: (204) 326-5754

The Pas

Box 2550
The Pas, MB R9A 1M4
Telephone: (204) 627-8389
Fax: (204) 627-8390

Thompson

100 - 23 Station Road
Thompson, MB R8N 0N6
Telephone: (204) 677-6698
Fax: (204) 778-4313

Manitoba Labour

Credentials Recognition Program

G.1.01

Purpose: To assist professional or technically trained immigrants, or recently naturalized Canadians, in gaining recognition for education and work experience obtained outside Canada.

Eligibility: Landed immigrants or recently naturalized Canadians who have completed a minimum two-year post-secondary program outside Canada and whose credentials and work experience are not formally recognized in Manitoba. Applicants are expected to have a working knowledge of English or French.

Any business registered and operating in Manitoba or a Crown Corporation providing full-time professional or technical full-time employment opportunities. Jobs created through this program must remain permanent positions upon termination of the wage assistance provided.

Type of Assistance: Wage assistance provided to employers who provide work experience related to the client's educational background is calculated at 40 per cent of the gross wage per employee, calculated over a six month period. The maximum wage assistance available is \$4,500.

Assessment assistance is available to a maximum of \$750 for each applicant to offset costs of assessment fees, course tuition, exams, and books. Applicants submit receipts and are reimbursed 50 per cent of the eligible costs of up to a maximum of \$750.

Application deadline: Ongoing

Contact:

Manitoba Culture, Heritage and Tourism
Credentials Recognition Program Coordinator
527 - 213 Notre Dame Avenue
Winnipeg, MB R3B 1N9
Telephone: (204) 945-4218
Fax: (204) 948-2148

Ethnocultural Community Support Fund

G.1.02

Purpose: All activities by an eligible organization, subject to the exclusions noted, which are of benefit to the organization, to the ethnocultural community or to the wider community will be considered for support.

Applications may be made for special projects or operating funding.

Eligibility: An organization must:

- Be a non-profit community-based ethnocultural organization or a non-profit organization composed of and serving two or more ethnocultural groups
- Be incorporated under provincial or federal laws if the annual operating budget exceeds \$50,000
- Have been in existence at least one year
- Have a constitution, by-laws or articles of incorporation clearly defining the nature, objectives and tasks of the organization
- Have a Board of Directors or Executive accountable to membership that meets at least four times a year and serves without remuneration
- Have a plan of organization, develop an annual budget, operate on a sound financial basis, maintain an adequate system of records and reports, and publish an annual audited or certified financial report

Priority is given to:

- Manitoba-based activities of an intercultural nature
- Upgrading of technical, administrative and management skills of volunteers, members, and staff
- Community and organization development strategies

Special consideration is given to organizations located 75 or more kilometres from Winnipeg.

The following groups are ineligible:

- Religious institutions (churches, synagogues, temples, etc.)
- National organizations
- Organizations whose guiding objectives are political or ideological
- Provincial and federal departments, and Crown agencies
- Committees or subcommittees of organizations
- Schools, colleges, universities, and committees thereof
- Performing arts groups
- Ethnic media or agencies of mass communication including radio, television, newspapers, magazines and other print

Type of Assistance: All allocations are one time only, with no guarantee of future funding. The Ethnocultural Community Support Fund may provide up to 50 per cent of the eligible budget submitted. Funds are provided through awarding of bingo events, a cash award or both.

Special Projects: A special project is an activity that occurs only once. A description of the project detailing objectives, schedule and budget should be submitted along with letters of endorsement from participating organizations.

Applications for assistance must be received before the activity starts.

Up to 50 per cent of the allocation award may be disbursed before the event. The balance of the allocation is disbursed following receipt of an audited or certified true financial statement and a satisfactory evaluation report of the event.

The balance may be forfeited if the additional information is not received within 60 days of project completion.

Operational Funding: Up to 50 per cent of the allocation may be disbursed in advance. The balance is disbursed upon receipt of the next semi-annual financial statement and evaluation that the funds are being used as approved.

The balance may be forfeited if the financial and evaluation information is not received within 60 days of the normal date for the semi-annual financial statement.

Application Deadline: Applications must be made on the appropriate form provided by the Ethnocultural Community Support Fund and must be complete in all respects with the appropriate documentation attached. Deadlines for grant applications are April 30, August 31 and December 31.

Note: Program under review in 2001 - Subject to change.

Contact:

Citizenship & Multicultural Division
9th Floor - 213 Notre Dame Avenue
Winnipeg, MB R3B 1N3
Phone: (204) 945-1156
Fax: (204) 948-2882

Language and Communication in the Workplace

G. 1.03

Purpose: To encourage the development of effective workplace language/communication skills and practices, with the ultimate goal of improving workplace health, safety, productivity, and efficiency.

Designed to assist businesses that have a multicultural workforce. Funding and coordination will be made available to establish internal staff positions devoted to the development of effective workplace language and communication skills and practices. Activities may include:

- facilitation of organizational language and communication needs assessments
- establishment of language and communication related individualized learning plans and corporate action plans
- design and delivery of on-site language and communication classes at all English language competence levels
- classes may include speaking, listening, reading, writing, and pronunciation
- training for groups and/or individuals on topics specified by workers, employers and union for periods of time ensuring classroom learning is used and practices
- design and delivery of "English for Specific Purpose" courses (e.g. English for blueprint reading, English for AutoCAD English for WHMIS, etc.)
- adaptation of existing skill and safety training practices and materials to reflect the needs of English as a Second Language speakers - integration of skill and safety training into language classes
- "plain language" development of workplace documents, materials, signage, etc.
- workshops for management, supervisors and workers regarding the inter-cultural issues present in a multi-ethnic workforce in Canada
- communication training for supervisors
- identification of options for managing diversity in the workplace
- establishment and continued coordination of volunteer programs within the workplace (e.g. Language Partners program "buddies" English as a Second Language speakers with Canadian English speakers)

Eligibility: Manitoba businesses, companies or agencies

Criteria:

- demonstrated need for improved language and communication in the workplace
- contribution from the organization towards program costs

Application Deadline: Not applicable

Contact:

Lynn Campbell, Coordinator
Language for Employment Training
5th floor, 213 Notre Dame Avenue
Winnipeg, MB R3B 1N3
Telephone: (204) 945-8140
Fax: (204) 948-2148

Dale Klassen, Coordinator
Workplace Language
5th floor, 213 Notre Dame
Winnipeg, MB R3B 1N3
Telephone: (204) 945-6016
Fax: (204) 948-2148

Sustainable Development Coordination Unit

Sustainable Development Innovations Fund

H.1.01

Purpose: The Sustainable Development Innovations Fund (SDIF) provides funding for the development, implementation and promotion of environmental innovation and sustainable development projects. The SDIF is targeted at the sustainability of Manitoba's environment, economy, human health and social well being and supportive of environmentally sustainable economic growth.

Eligibility: The following applicants are eligible to apply for SDIF Funding:

- Municipalities
- local governments including Community Councils and First Nation Communities
- private and non-profit organizations
- youth groups and community associations
- educational institutions
- industrial, commercial and institutional organizations

Individuals, or groups excluded from the above list, may submit a joint application with an eligible applicant.

Criteria: To be eligible for funding under the Open Program Area, project proposals must:

- Address one or more of the priority areas.
- Demonstrate measurable progress towards achieving one or more of the Fund's objectives
- Promote a sustainable approach, have clear environmental benefits, and take into account benefits to the community and economy
- Be environmentally and ecologically sound
- Adhere to a realistic budget and use appropriate resources to conduct the project
- Have a distinct start and finish, and be implemented in a timely fashion
- Identify the need for SDIF funding
- Have written support from all entities, including financial contributions, in-kind contributions, in-kind project support and/or technical expertise
- Project activities must be conducted in Manitoba or be of benefit to Manitoba
- Have a clear concrete plan for future use, dissemination, or replication

Ineligible Applications and Funding Requests:

- Applicants who operate in a competitive market that will result in proprietary knowledge accruing and being held exclusively by the grant recipient
- Applications for debt financing or cost recovery purposes
- Purchase of playground and recreational equipment

- Real property (land, buildings) and/or vehicles
- Tools or models lacking clear concrete plans for future use, dissemination or replication
- Removal of petroleum distribution systems, investigations, and remediation required by government order, unless a specific targeted program (such as orphan mine site or other site) has been established to address specific environmental issues

Type of Assistance:

- Financial support is provided for regional waste management, environmental technology innovation and demonstration, northern environmental issues, sustainable community development, sustainable agricultural practices, ecosystem conservation, understanding our environment, eco-tourism, and water
- The SDIF Open Program Area will consider proposals up to four times annually. Applications for fiscal year 2000/01 are June 1, September 1 and January 1.

Application deadline:

- The general funding limit is \$50,000. The Minister of Conservation approves all grants made from the Sustainable Development Innovations Fund
- The SDIF will normally support one-time only grants

Contact: Sustainable Development Innovations Fund
 Manitoba Conservation, Pollution Prevention Branch
 Suite 160, 123 Main Street
 Winnipeg, MB R3C 1A5
 Telephone: (204) 945-0146 or 945-3554
 Fax: (204) 945-0090

Government of Canada

Canadian Heritage

Introduction

I.1.01

Purpose: The Department of Canadian Heritage was established on June 25, 1993. It promotes Canada's distinctive identity and its cultural and natural heritage. The Department also contributes to our social and economic enrichment.

The Manitoba Office through the Canadian Identity and Cultural Development Sector offers various programs. Several are highlighted here but this is just an introduction to the programs offered.

For more information, call the Department of Canadian Heritage and speak to a program officer.

Contact:

Department of Canadian Heritage
275 Portage Avenue, 2nd Floor
Box 2160
Winnipeg, MB R3C 3R5
Telephone: (204) 983-3601
Fax: (204) 983-5365

Aboriginal Women's Program

I.1.02

Purpose: To enhance, promote and foster the social, cultural, economic and political well being of Aboriginal women within their own communities as well as within Canadian society.

Program objectives include provision of financial and technical support for Aboriginal women's groups to enable them to:

- maintain national representative organizational structures
- Influence public policy and decision-making related to their concerns and aspirations at all levels of Aboriginal and Canadian government
- Maintain cultural distinctiveness and preserve cultural identity
- Enhance and develop strong leadership capabilities and individual and collective skills and talents, so that they can play a central role in their own communities as well as participate effectively in Canadian society
- Undertake projects to improve the socio-economic conditions of their home communities, including special-purpose organizations which address specific issues and new or emerging organizations.

Eligibility: Non-profit Aboriginal women's organizations.

Contact:

Aboriginal Women's Program Officer
Department of Canadian Heritage
275 Portage Avenue, 2nd floor, Box 2160
Winnipeg, MB R3C 3R5
Telephone: (204) 984-3584
Fax: (204) 983-5365

Celebrate Canada

I.1.03

Purpose: Celebrate Canada is an 11-day event, starting on Aboriginal Day on June 21, followed by Saint Jean-Baptiste Day on June 24, and culminating on Canada Day, July 1. The Manitoba Celebrate Canada Committee composed of volunteers, coordinates planning and promotion of events, and deals directly with people organizing activities in their communities within this 11-day time period. The Department of Canadian Heritage provides seed money.

The emphasis is on community participation in events that provide maximum involvement for all. Sports events, parades, picnics, festivals, sunrise ceremonies, dances, religious ceremonies, flag raising, birthday cakes and fireworks are all typical of celebrate Canada festivities.

Application deadline: April 1

Contact:

Celebrate Canada Programs Officer
Department of Canadian Heritage
Box 2160, 275 Portage Avenue, 2nd Floor
Winnipeg, MB R3C 3R5
Telephone: (204) 983-4664
Fax: (204) 983-5365

Cultural Initiatives Program

I.1.04

Purpose: To assist Canadian non-profit, incorporated, professional arts and heritage organizations who demonstrate a clear, pan-Canadian dimension by involving arts and the public from other provinces or territories, to undertake arts and heritage activities that will ensure greater exchange and circulation of artists and artistic achievements in Canada.

This program is currently under review. For further information, please contact the number below.

Contact:

Cultural Development Officer
Department of Canadian Heritage
P.O. Box 2160
275 Portage Avenue, 2nd Floor
Winnipeg, MB R3C 3R5
Telephone: (204) 984-6624
Fax: (204) 983-5365

Museums Assistance Program (MAP)

I.1.05

Purpose: To provide financial assistance to Canadian museums and related institutions, for museum activities that support the objectives of Canada's museum policy.

Eligibility: Institutions must be non-profit in nature, operate year-round, and have at least one full-time professional staff member. Incorporated, non-profit organizations wishing to plan and create a museum, non-profit museum service organizations and related institutions are also eligible.

Type of assistance: Maximum assistance is 70% of eligible project costs for Access & National Outreach and Aboriginal Museum Development. Maximum assistance for Organizational Development projects is 50%.

Note: The Program provides funding for projects undertaken through traditional means as well as through the application of new technologies. Contact the Museum and Heritage Consultant for detailed descriptions of program guidelines.

Application deadline: November 1

Contact:

Museum and Heritage Consultant
Department of Canadian Heritage
Box 2160, 275 Portage Avenue, 2nd Floor
Winnipeg, MB R3C 3R5
Telephone: (204) 983-2139
Fax: (204) 983-5365

Multiculturalism Program

I.1.06

Purpose: The Multiculturalism Program focuses on initiatives to achieve the following objectives:

- To assist in the development of strategies that facilitate the full and active participation of ethnic, racial, religious and cultural communities in Canadian society
- To facilitate collective community initiatives and responses to ethnic, racial, religious and cultural conflict and hate-motivated activities
- To improve the ability of public institutions to respond to ethnic, racial, religious and cultural diversity by assisting in the identification and removal of barriers to equitable access and by supporting the involvement of diverse communities in public decision making processes
- To encourage and assist in the development of inclusive policies, programs and practices within the federal departments and agencies in order that they may meet their obligations under the Canadian Multiculturalism Act
- To increase public awareness, understanding and informed public dialogue about multiculturalism, racism, and cultural diversity in Canada

Eligibility: Not-for-profit or community based organizations (including ad hoc committees; multicultural and ethnocultural organizations, associations or centres; non-governmental organizations; coalitions; umbrella organizations). In addition, public institutions, private enterprises (for specific, limited purposes), and individual Canadian citizens and landed immigrants may apply.

Note: Under the Multiculturalism Program, the Government of Canada provides funding assistance, in the form of grants and contributions for projects that:

- address at least one program objective as listed above
- emphasize social development
- highlight community initiative, partnership and self-help

Contact:

Contact the Program Officer for a detailed description of program guidelines and application forms.

Program Officer

Department of Canadian Heritage

P.O. Box 2160

275 Portage Avenue, 2nd floor

Winnipeg, MB R3C 3R5

Telephone: (204) 984-0235

Fax: (204) 983-5365

Assistance for Interpretation and/or Translation

I. 2.01

Purpose: To promote a higher level of service in both official languages and equal participation of the two official language communities at important public meetings. Assistance may cover part of the costs related to the following:

Interpretation Services: Interpretation services including oral and sign-language interpretation, are eligible when required for an important public meeting held in Canada (such as a conference, symposium or annual meeting)

Translation Services:

- an organization's basic documents such as the charter, constitution or leaflets describing an organization's goals and objectives
- administration documents and promotional material related to an important meeting
- training manuals, research reports and videos; translation of an organization's bulletin is eligible for a one-year period only (start up assistance)

Eligibility: All Canadian non-profit organizations operating on an international, national or regional levels are eligible. Such organizations must include members of both official language communities and have a permanent secretariat. **Note:** **Government and para-governmental organizations, as well as educational and health institutions, are not eligible.**

Type of assistance: Up to 50 per cent of eligible costs are funded, for a maximum of \$5,000 for national or regional activities and \$10,000 for international activities.

Contact:

Official Languages Program Officer
Department of Canadian Heritage
Box 2160, 275 Portage Avenue, 2nd Floor
Winnipeg, MB R3C 3R5
Telephone: (204) 984-4875
Fax: (204) 983-5365

Development of Official Language Service

I.2.02

Purpose: To enable an organization to acquire the capacity to offer services in both official languages or to improve the capacity by taking various measures to enable linguistic equality for its members and the public. The program may cover part of the costs related to interpretation services, translation services, printing and language training.

Eligibility: All Canadian non-profit organizations operating on an international, national, or regional level are eligible. **Note: Governmental, para-governmental, educational and health institutions are not eligible.** To be eligible, organizations must meet the following conditions:

- Include members of both official language communities
- Have a permanent administrative office
- Have a general statement on official languages in its by-laws within the first twelve months of the program
- Be capable of contributing 50 per cent of the eligible expenses

Contact:

Official Languages Program Officer
Department of Canadian Heritage
Box 2160
275 Portage Avenue, 2nd Floor
Winnipeg, MB R3C 3R5
Telephone: (204) 984-4875
Fax: (204) 983-5365

Support for Linguistic Duality

I.2.03

Purpose: To promote comprehension and respect for linguistic duality and to make Canadians aware of the equal status of the two official languages.

Financial assistance is provided to organizations whose projects:

- Promote understanding of and respect for Canada's linguistic duality
- Emphasize the social, cultural and economic advantages of linguistic duality
- Encourage the learning of the second official language
- Promote the equal status of the two official languages in Canada or abroad

Eligibility: All Canadian not-for-profit organizations

Contact:

Official Languages Program Officer
Department of Canadian Heritage
Box 2160
275 Portage Avenue, 2nd Floor
Winnipeg, MB R3C 3R5
Telephone: (204) 984-4875
Fax: (204) 983-5365

Support for Official Language Community Organizations and Institutions

1.2.04

Purpose: To enhance the vitality of the minority official language communities and support their development. The program provides financial assistance to community organizations and institutions for activities with the following objectives:

- Community participation and awareness
- Promotion and recognition of language rights
- Delivery of services not otherwise offered
- Development of human resources
- Development of institutions of official language minority communities

Eligibility: Non-profit organizations and institutions representative of minority official language communities.

Note: Funds are allocated from a Franco-Manitoban Canada-community agreement. Projects are reviewed by a joint committee and assessed on community priorities and according to funds available.

Contact:

Official Languages Program Officer
Department of Canadian Heritage
Box 2160
275 Portage Avenue, 2nd Floor
Winnipeg, MB R3C 3R5
Telephone: (204) 984-4875
Fax: (204) 983-5365

Environment Canada

Eco Action – Community Funding Program

J.1.01

Purpose: Eco Action is a program of Environment Canada that encourages Canadians to take action in their communities in support of healthy environments. Eco Action will encourage projects that protect, rehabilitate or enhance the natural environment, and build the capacity of communities to sustain activities into the future. Priority is given to projects that address one of the following four environmental priorities: clean air, clean water, climate change, and nature.

Eligibility: Non-profit, non-government groups can apply for funding. This includes community groups, environmental groups, service clubs, associations, youth or seniors' organizations, and labour unions. (Funding cannot be provided to individuals, government agencies, political organizations, academic institution, industry, or business.)

Criteria: Projects will require matching funds or in-kind support from other sponsors.

Type of Assistance:

- Eco Action has two components:
 - 1) a public awareness initiative to encourage all Canadians to become active participants in environmental solution, and
 - 2) a community funding program that provides financial support to non-government, non-profit groups to carry out local environmental projects that support national priorities.
- Contributions: Various contributions up to \$100,000 are available.

Funding Deadlines: Deadlines for funding: February 1st and October 1st.

Contact:

- Contact your regional Environment Canada office to discuss your project ideas, for a copy of the Applicant's Guide for project criteria, funding deadlines, and instructions on how to apply for funding:

Eco Action
Environment Canada
Suite 150, 123 Main Street
Winnipeg, MB R3C 4W2
Telephone: 983-7048 or 983-8597
Fax: 983-0964
TOLL FREE: 1-800-665-7135
Website:
http://www.ec.gc.ca/ecoaction/index_e.htm

Health Canada

K.1.01

Purpose: Health Canada provides funding to community-based organizations in the following areas:

- Children
- Seniors
- AIDS
- Drugs
- Prenatal nutrition
- Healthy communities
- Diabetes
- Hepatitis
- Rural Health

Eligibility: All community-based non-profit organizations in Manitoba.

Type of assistance: Varies with each program

Contact:

Population and Public Health Branch
Manitoba and Saskatchewan Region
420 - 391 York Avenue
Winnipeg, MB R3C 0P4
Telephone: (204) 983-2833
Fax: (204) 983-8674

Human Resource Development Canada

Opportunities Fund

L.1.01

Purpose: This fund works in partnership with organizations of persons with disabilities and other sectors to support innovative approaches to helping persons with disabilities find employment. Clients are persons with disabilities who require assistance to prepare for, find and keep work, and **who are not eligible to participate in EI-funded employment programming.**

Eligibility: Businesses, organizations, First Nations/tribal councils, municipal governments, public health and educational institutions and individuals.

Criteria: Participants are persons with disabilities who are unemployed and not eligible to participate in EI-funded programming. The fund supports activities and approaches that contribute to the attainment of the employment objective.

Type of assistance: Assistance may vary from subsidies for wages and operating costs to personal supports.

Application deadline: Ongoing

Contact: For further details, see your local Human Resource Centre of Canada, listed at the end of this section.

Youth Initiatives

L.1.02

Purpose:

To provide a spectrum of interventions for young Canadians, including youth at risk, with specific employment and training needs. The program:

- Encourages young people to complete high school
- Help students make the transition from school to jobs
- Promotes post-secondary education and life-long learning
- Encourages involvement in community development

Program Components include:

- Youth Services
- Youth Internship
- Youth Experience
- Student Summer Job Action
 - Summer Career Placements
 - Partners in Promoting Summer Employment
 - Native Internship Program
 - Student/Youth Employment Centres

Eligibility: Businesses, organizations, public health and educational institutions, municipal governments and First Nation's councils.

Type of assistance: Programs may provide subsidies for wages, benefits and operating costs. The level of subsidy varies. See your Human Resource Centre of Canada.

Application deadline: Announced on an annual basis

Contact: For further details, contact your local Human Resources Centre of Canada, listed on the next page.

Human Resource Development Centres of Canada in Manitoba

L.1.03

Brandon

100, 1030 Princess Avenue
Brandon, MB R7A 6E2
Telephone: (204) 728-7700

Dauphin

135 - 2nd Avenue, NE
Dauphin, MB R7N 0Z6
Telephone: (204) 638-3711

Flin Flon

143 Main Street
Flin Flon, MB R8A 1K2
Telephone: (204) 687-8231

Morden

158 Stephen Street
Morden, MB R6M 1T3
Telephone: (204) 822-5878

Winnipeg Centre

391 York Avenue, Box 8850
Winnipeg, MB R3T 3E6
Telephone: (204) 983-2673

St. Boniface

1031 Autumnwood Drive
Winnipeg, MB R2J 1C6
Telephone: (204) 983-2510

Portage la Prairie

1016 Saskatchewan Avenue East
Portage la Prairie, MB R1N 3V2
Telephone: (204) 239-8425

Selkirk

Main Floor, 237 Manitoba Ave.
Selkirk, MB R1A 2M8
Telephone: (204) 785-6247

Steinbach

321 Main Street, Box 1149
Steinbach, MB R0A 2A0
Telephone: (204) 326-1371

The Pas

305 - 4th Street West, Box 660
The Pas, MB R9A 1K7
Telephone: (204) 623-8701

Thompson

118 North Central Mall
Thompson, MB R8N 0N3
Telephone: (204) 677-7106

South/West

2527 Portage Avenue
Winnipeg, MB R3J 0P1
Telephone: (204) 983-2510

North/East

1122 Henderson Hwy.
Winnipeg, MB R2G 1L1
Telephone: (204) 983-2510

Website: www.youth.gc.ca

Other Grants and Resources

Association for Manitoba Archives

Canadian Council of Archives Grants

M.1.01

Purpose: To encourage the development of Manitoba's archival system.

Eligibility: Any archival institution or repository engaged in the acquisition, care and preservation of archival materials, and which makes these materials available for continuing use under defined conditions by the sponsoring organization and by the general public. Must be accepted as an institutional member of the Association for Manitoba Archives.

Criteria: Institutional Membership is open to archives that have:

- A legal authority and statement of purpose in public law or private resolution passed by the governing body of the public authority or private organization responsible for the Archives
- A person - who has taken or is taking a basic training course in archival practice - designated as accountable for the operation of the Archives and for the management of its records holdings
- Funding from the governing body of the public authority or private organization sufficient to carry out its declared purpose
- Secure, designated space for storage and handling of records, adequately protected from degradation agents such as water, fire, light and extremes of temperature and humidity
- A written acquisition policy prepared in accordance with the guidelines of the Canadian Council of Archives
- Procedures for records arrangement which observe archival principles of provenance and original order
- A written access policy specifying public hours and procedures for using records

Contact:

Diane Haglund, Coordinator
Association for Manitoba Archives
Box 26005, Westminster Post Office
Winnipeg, MB R3C 4K9
Telephone: (204) 942-3491
Fax: (204) 942-3492

The Canada Council for the Arts

N. 1.01

Purpose: The Canada Council for the Arts is a national arm's length agency which provides grants and services to professional Canadian artists and arts organizations in dance, media arts, music, theatre, writing and publishing, interdisciplinary work and performance art, and the visual arts. Among other things, the Art Bank of Canada Council rents contemporary Canadian art to the public and private sector and administers the Killam Program of scholarly awards and prizes.

Eligibility: Professional artists, such as published writers, visual artists, and musicians, in one of the above artistic fields. Non-profit arts organizations, such as theatre companies, art museums and public galleries, artist-run centres, dance companies, and film cooperatives, that are staffed by arts professionals who create artistic works or present them to the Canadian public are also eligible. Applicants must be Canadian citizens or permanent residents of Canada.

Type of assistance: Grants range from \$500 to \$20,000 and up.

Application deadline: Deadlines vary for each section and program

Grants Available

Dance Section

Grants to Dance Professionals

To support emerging, mid-career, and established dance professionals, collectives and incorporated dance companies for professional development and productions. Aboriginal applicants may choose to be adjudicated by a national peer assessment committee of Aboriginal dance professionals.

Professional Development

Includes "learning" projects that allow for periods of study or travel. Learning projects can include apprenticeships, attendance at workshops or training courses beyond basic training, mentorships, young audience development initiatives, and the exploration of new technologies for dance.

Productions

These grants support the creation, production and presentation of dance works, including dance for young audiences, dance that integrates new technologies, and the remounting of works.

Travel Grants to Individual Dance Artists

These grants assist dance professionals to travel on occasions important to the development of their artistic practice or career. For example, to receive a prize at an awards ceremony.

Creation/Production in Dance

The objective of the program is to provide multi-year and annual funding to professional Canadian non-profit dance companies.

Dance Dissemination Program

The objective of the program is to provide multi-year and annual operating funding to organizations that demonstrate engagement in ongoing programming/animation/circulation activity through their dedication to the development of professional dance, contribution to the development of knowledgeable and appreciative audiences for dance in Canada, and contribution to the development of greater exposure for Canadian dance artists.

Support Services to the Dance Milieu

To provide annual and project funding to organizations/associations dedicated to the development of professional dance artists through the provision of services and related opportunities.

Dance Touring, Presenting and Special Initiatives Program

Three types of grants are available for Dance Touring, Dance Presenting or Special Initiatives.

Music Section**Grants to Professional Musicians**

This program offers emerging, mid-career and established professional musicians and composers of all world cultures an opportunity to pursue their individual artistic development.

Travel Grants to Musicians

To offer individual musicians and composers of all world cultures the opportunity to travel on occasions important to their career.

Career Development Program

Funding assists musicians, managers and agents in the development of artists' careers.

Aboriginal People's Music Program

This program provides support to Aboriginal musicians, groups, and organizations for projects that contribute to the diversity and originality of Aboriginal peoples.

Residencies and Commissioning of Canadian Compositions

Encourages the development of Canadian composers and conductors by providing matching support for residencies hosted by Canadian orchestras, jazz ensembles, etc.

Concert Production and Rehearsal Program for Aboriginal, Classical, Folk, Jazz and World Music

For small professional ensembles that wish to self-produce or co-produce one or more concerts in their city/town of residence.

Other Music Programs

Contact the Canada Council for the Arts for details about the following programs:

- Classical Contemporary/New Music Organizations Program
- Grants for Sound Recording
- Music Touring Grants
- Music Festivals Programming Pilot Project Grants
- Festival Travel Assistance
- Choir Program
- Professional Orchestra Program
- Opera/Music Theatre Program

Theatre Section**Grants to Theatre Artists**

Grants provide assistance to professional artists for either professional development or the individual creation of new work. Travel grants are intended to assist with travel costs so that theatre artists may accept invitations to attend Canadian or foreign premieres of their work, for example.

Theatre Production Project Grants

Grants for Emerging Artists' Creation/Development and Established Artists' Creation/Development are available to non-profit theatre companies and groups of artists.

Other Theatre Programs

Contact the Canada Council for the Arts for details on the following programs:

- Development Support to Aboriginal Theatre Organizations
- Multi-year and Annual Operating Grants to Professional Theatre Organizations
- Theatre Touring, Presenting and Special Initiatives Program
- Canadian Creation Program
- The Flying Squad - An Organizational Development Program

Media Arts Section

Grants to Media Artists

Grants to emerging and established professional, independent media artists support artistic expression through innovation and experimentation with form, content or technology in a variety of genres. This program incorporates the former *Grants for First Productions in Media Arts*. The program provides *Creative Development Grants* and *Production Grants* through the following: **Grants to Film and Video Artists and Grants to New Media and Audio Artists and New Media Residencies.**

Aboriginal Media Arts Program (Pilot):

This program offers grants to emerging and established Aboriginal artists to help them develop their career as media artists and produce independent media artworks. The program offers two components: *Creative Development* and *Production Grants*.

Travel Grants to Individual Media Artists

Grants assist independent media artists to travel on occasions important to the development of their artistic practice or career.

Other Media Arts Programs

Contact the Canada Council for the Arts for details:

- Annual Assistance to Distribution Organizations
- Annual Assistance for Media Arts Production Organizations
- Development Project Grants

Visual Arts Section

Creation/Production Grants and Travel Grants to Professional Artists

The Visual Arts Section provides a range of grants in recognition and support of the independent creative work of professional Canadian artists of all cultures. These grants are intended for professional artists working in architecture, the visual arts, independent criticism and curating, craft and photography.

Saidye Bronfman Award

This \$20,000 award is Canada's foremost distinction for excellence in fine crafts.

Project Grants to Organizations

- Jean A. Chalmers Fund for the Crafts
- Acquisition Assistance for the Art Museums and Public Galleries
- Project Assistance to Visual Arts, Craft and Architecture Organizations

Annual Grants to Organizations

- Assistance to Art museums and Public Galleries
- Assistance to Artist-Run Centres
- Major International Exhibitions

Other Visual Arts Programs

Contact the Canada Council for the Arts for details:

- York Wilson Endowment Award
- Assistance for Aboriginal Curators for Residencies in Visual Arts
- Assistance to Culturally Diverse Curators for Residencies in the Visual Arts (Pilot)

Writing and Publishing Section

Grants for Professional writers - Creative Writing, Travel and Author Residencies

Provides support to authors working on new projects in the field of fiction, poetry, children's literature, comic/art narrative books or literary non-fiction. Author Residencies provide financial assistance to organizations that wish to retain the services of a writer-in-residence and are able to match the contribution made.

Grants to Aboriginal Writers, Storytellers and Publishers

This program offers three types of grants - available to individuals or publishers - which provide project assistance for the creation, production and dissemination of Aboriginal Peoples literary and oratory arts.

Books Publishing Support - Emerging Publisher Grants and Block Grants

Assistance to Canadian publishers to offset the cost of publishing Canadian trade books.

Book Publishing Support - Translation Grants

To assist publishers currently participating in the Book Publishing Support Program for the translation of literary works written by Canadian.

Inter-Arts Program

This program supports multiple, hybrid and experimental approaches to the research, creation, production and dissemination of performance art, interdisciplinary work and new artistic practices. The program has four components: **Creation Grants, Travel Grants, Dissemination Project Grants, and Annual Operating Grants.**

Multidisciplinary Festivals Project Grants (Pilot)

This program supports Canadian non-profit organizations for the production and presentation of programming at multidisciplinary festivals. It encourages festivals to develop new programming initiatives, enhance existing programs, and

introduce Canadian artists from diverse regional and cultural backgrounds to new audiences.

Aboriginal Peoples Collaborative Exchange

This program assists individual artists or artistic groups from Aboriginal communities to travel to other Aboriginal communities to share traditional and/or contemporary knowledge or practices that will foster development of their artistic practice. The program also supports projects that develop an appreciation, understanding or awareness of an artist's or artistic group's discipline within the communities visited.

Contact:

The Canada Council for the Arts
350 Albert Street
P.O. Box 1047
Ottawa, Ontario, K1P 5V8
TOLL FREE: 1-800-263-5588 (within Canada)

Canada/Manitoba Infrastructure Secretariat

Canada/Manitoba Infrastructure Program

O. 1.01

Purpose: The new Canada/Manitoba Infrastructure Program will inject over \$180 million into Manitoba's urban, rural and northern municipal infrastructure over a six-year period beginning in 2000. Through the construction, renewal, expansion or material enhancement of infrastructure throughout Manitoba, the program will improve the quality of life for all citizens and build the foundation for sustained long-term economic growth in the 21st century. It is funded by equal contributions from the federal government, Manitoba government and community partners such as local governments and other community organizations in the private and non-profit sectors.

The primary investment focus of the Agreement is green municipal infrastructure. This includes projects that will protect and/or enhance the quality of our environment, such as water and wastewater systems, water management, solid waste management and recycling, capital expenditures to retrofit or improve the energy efficiency of buildings and facilities owned by local governments.

The secondary focus is other local infrastructure, including local transportation infrastructure, cultural and recreational infrastructure, infrastructure-supporting tourism, rural and remote telecommunications, high-speed internet access for local public institutions, and affordable housing.

Eligibility: Projects eligible for Infrastructure Program funding will be a construction, renewal, expansion or material enhancement of infrastructure for public use or benefit. Projects funded through the Canada/Manitoba Infrastructure Program cannot receive additional funding from another federal source. Examples of project types include: green environmental infrastructure, local transportation infrastructure, cultural and recreational infrastructure, infrastructure supporting tourism, etc.

Costs eligible for reimbursement include:

- capital costs of acquiring, constructing or renovating a fixed capital asset
- salaries, fees, remuneration paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the design, engineering, manufacturing or construction of an eligible project and related facilities and structures, where applicable.

The program works on a reimbursement basis. Project proponents will incur and pay all project costs, and submit a claim to the Canada/Manitoba Infrastructure Secretariat demonstrating proof of payment for the costs that are deemed eligible under the program.

Criteria:

- Enhancement of the Quality of the Environment by improving water quality; improving air quality; improving water and wastewater management; improving solid waste management; and more efficient energy use.
- Support of long term economic growth by increasing economic opportunity in communities; safer and more efficient movement of people and goods; increasing access to new economy through improved telecommunications for local public institutions in remote, northern and rural areas; and increasing tourism opportunities.
- Improvement of Community Infrastructure by supporting the development of infrastructure in areas of Manitoba where infrastructure standards fall short of provincial "norms" and adversely affect the quality of life; increasing community safety; increasing supply of recreational facilities; supporting Canadian heritage and culture; increasing access to local recreational facilities; supporting the development of infrastructure complementary and adjacent to infrastructure development in First Nations Communities.
- Building 21st Century Infrastructure through encouraging best technologies, New Approaches and Best Practices by encouraging innovation; increasing partnerships, in particular clustered projects where two or more municipalities cooperate in the undertaking of a regional project; encouraging the use of new approaches and best practices; encouraging more efficient use of existing infrastructure, and encouraging information technology by infrastructure development in rural and northern communities.

Contact:

Information Officer
Canada/Manitoba Infrastructure Secretariat
420 - 155 Carlton Street
Winnipeg, Mb R3C 3H8
Telephone: (204) 945-1906
Toll Free: 1-800-268-4883
Fax: (204) 948-2035
E-mail: info@infra.gov.mb.ca

Heritage Grants Advisory Council

Heritage Grants Program

P.1.01

Purpose: Grants available under the Heritage Grants Program are to assist Manitobans with projects to identify, protect and interpret the province's heritage and to increase knowledge of, access to, and long-term preservation of Manitoba's heritage resources.

Eligibility: Community organizations, local governments, or individuals sponsored by an organization.

Criteria: Eligible costs include materials and supplies, costs of services or equipment and project staff salaries or contractual fees.

The program does not fund administrative or operating expenses; debt reduction; purchase of sites, buildings, collections or artifacts; moving of buildings; or project expenses incurred before funding decisions are made.

Type of assistance: Financial support is based on quality or merit of the project, need of applicant, ability of applicant to make effective use of funds and availability of funds. Support will not exceed 50% of eligible costs, and grants are limited to amounts which, combined with other provincial funding sources do not exceed 50% of total project costs. Council also provides assistance through bingo allocations.

Application deadline: January 31 and June 1. Contact your Regional Office for applications and information. See the inside front cover for listings.

Contact:

In Winnipeg, call the:
Heritage Grants Advisory Council
330 - 213 Notre Dame Avenue
Winnipeg, MB R3B 1N3
Telephone: (204) 945-2213
Fax: (204) 948-2086

Manitoba Arts Council

Q.1.01

Purpose: The Manitoba Arts Council is an agency of the Province of Manitoba funded by Culture, Heritage and Tourism and the Lotteries Distribution System. The Council offers a number of programs and grants to fund arts programs in Manitoba.

Eligibility: Most of these programs are available to professional artists and organizations only.

Programs:

Currently, MAC offers grants and programs in four areas:

- Arts development
- Performing arts (dance, music, theatre)
- Visual arts (crafts, film/video, visual arts)
- Writing and publishing

ArtVentures and ACCESS are available in all disciplines.

ArtVentures

ArtVentures supports projects that explore new directions in the arts. It allows for support of a range of creative ideas designed by applicants.

ACCESS

ACCESS supports projects that assist in making the transition to professional status. The program is for artist's in-groups that face barriers to full participation in the professional arts, such as Aboriginal peoples, and artists residing outside Winnipeg.

Arts Development Grants and Programs

Grants to Individuals

Student Bursary Program

Provides support for Manitoba students of the arts engaged in full-time study at a post-secondary institution in Canada or abroad, and who intend to pursue a career in the art form.

Competition and Prizes Program

Provides prize funds for distribution to Manitobans by music organizations sponsoring national level competitions or activities.

Presentation Grants

Performances for Young Audiences - Touring

Assists professional performing artists in dance, music and theatre with touring to Manitoba communities for school and family shows.

Artists in the Schools

A program designed to broaden and develop arts education in Manitoba schools by bringing together practicing professional artists of all artistic disciplines with students and teachers (K-12). Artist's proposals are selected by juries of professional artists and art educators, using the following criteria:

- Quality of the artist's work
- Strength and organization of the proposal
- Appropriateness to the development level of the students
- The artist's ability to communicate an understanding of the arts and the work through art

Selected artists and their projects are highlighted in the *Artists in the Schools Directory*, which is sent each May to all Manitoba schools so that they may book artists.

Application deadline: Varies dependent on the program. Please contact The Manitoba Art Council for more information.

Performing Arts Grants and Programs

Grants to Organizations

Operating Grants

Provides partial support to a limited number of professional organizations.

Annual Grant to Theatres, Ensembles and Collectives

Provides partial support towards the annual activity of an ongoing performing ensemble of professional Manitoba performing artists, art organizations, creative collectives or arts service organizations.

Production Grants

Assists the presentation of individual productions or series by professional Manitoban artists.

Grants to Individuals Dance, Music and Theatre

Major Arts Grants for Independent and Partnership Projects

Supports independent projects or those in partnership with local artistic organizations, for six to ten months' duration.

Commission and Development Grant

Available for choreographers, playwrights and composers and supports the creation of original works by Manitobans, as well as creative or production development projects.

Professional Development Grant - Theatre, Dance and Music

Available for projects less than four months duration.

Visual Arts Grants and Programs

Grants to Organizations

Annual Grants

Provides support to professional non-profit visual arts organizations.

Program Assistance

Provides partial support for non-profit galleries and cultural organizations for the development and presentation of exhibitions of contemporary visual art.

Grants for Juried Shows

Provides partial support for non-profit galleries and cultural organizations for the development and presentation of juried shows.

Grants to Individuals

Major Arts Grants - for senior artists

Visual Arts A - for artists with five years experience

Visual Arts B - for artists with 3 years experience

Visual Arts C - for artists beyond basic training

Crafts Grant

Assists craftspeople showing a high standard of work.

Film Script Development/Video Script Development

Assists independent filmmakers, video artists or writers in the creation of scripts.

Film Project/Video Project

Assists film makers and video artists in the creation and production of high quality innovative films and video.

Film Production/Video Production

Assists film makers and video artists in the creation and production of high quality films and video.

Short-Term Project: Creators in Visual Arts, Crafts, Film and Video

Assists professional visual artist with short-term projects and programs.

Writing and Publishing Grants and Programs**Grants to Organizations****Book Publishers****Periodicals Publishers****Arts Service**

Available to provide on-going support to selected books and magazine publishers as well as to arts services organizations.

Book Publishers Project

Encourages the publication of original editions of Manitoba and Canadian books of cultural significance.

Periodicals Publishers Project

Available to developing and emerging periodical publishers to support a variety of projects including, but not limited to, professional development, special production costs, and contributor and editorial fees.

Public Readings by Manitoba Writers

To increase the public's awareness of and appreciation for the work of Manitoba writers of fiction, poetry and drama and to provide opportunities for the writers to reach a wider audience.

Grants to Individuals**Major Arts Grant**

Supports personal creative projects of six to ten months in duration with a maximum award of up to \$25,000

Writers A Grant

Must have two major works published professionally in book form or 250 pages of non-fiction published.

Writers B Grant

Must have one major work published professionally in book format or 120 pages of non-fiction published.

Writers C Grant

Recipients must show a high standard of written work and exceptional promise and must have a modest publication background

Short-Term Project Grants

Assists published professional writers and editors with projects of short-term duration.

Contact:

Only limited information on Manitoba Arts Council's grants and programs is included in this manual.

For more information, call or write:

Manitoba Arts Council

525 - 93 Lombard Avenue

Winnipeg, MB R3B 3B1

Telephone: (204) 945-2237

Fax: (204) 945-5925

Manitoba Athletic Therapists Association, Inc.

Athletic First Aider Program (Level 1,2,3)

R.1.01

Purpose: AFAP is a progressive program that involves the prevention and care of sports injuries. AFAP is aimed at developing the awareness of sports injuries for those individuals who are or will be responsible for the health of athletes, and will benefit anyone working with individuals or groups in the area of physical activity. It is designed to meet the needs of coaches, parents, teachers, fitness instructors, and anyone else involved in sports and fitness. AFAP is a program very distinct from other first aid courses currently available. It contains a number of components that are exclusive to AFAP and which are critical to the athletic environment.

Criteria: There are no prerequisites to Level 1. Levels 2 and 3 require Level 1 and 2 respectively, as well as a CPR certificate.

Fees: Level 1 - \$60
Level 2 - \$60
Level 3 - \$70

Contact: Manitoba Athletic Therapists Association, Inc.
233 Investors Group Athletic Centre
University of Manitoba
Winnipeg, MB R3T 2N2
Telephone: (204) 474-6004
Fax: (204) 474-7634

Manitoba Historical Society
Centennial Farm Awards Program

S.1.01

Purpose: The Manitoba Historical Society recognizes families who have had their farms for 100 years or more, on the same parcel of land. Each family must apply for this award and provide documentation of ownership of the land over the course of the century, as well as family history.

When proof is found, and wording is agreed upon, the Centennial Farm Plaques are engraved, and then presented. They are most often presented at a family gatherings by the members of the Centennial Farm Committee. However, Committee members have attended local fairs, community centennials, a community baseball tournament and family reunions to make these presentations.

Eligibility: 100 years of continuous family ownership of the same parcel of land.

Criteria:

- Minimum size - 50 acres
- Direct descendants - male or female; or by marriage
- Current ownership. However, in 1995, the committee amended it's guidelines to include recognition with a Centennial Farm certificate for those family farms which were owned for 100 years or more but subsequently sold before receiving a plaque.
- Proof of ownership - this includes titles records, assessment rolls of the Rural municipality, family papers, Crown Lands homestead records and Hudson's Bay Company land sale records at the provincial archives, or the C.P.R. land sale records at the C.P.R. land sale records at the Glenbow Archives in Calgary.

Contact:

Manitoba Historical Society
470 - 167 Lombard Avenue
Winnipeg, MB R3B 0T6
Telephone: (204) 947-0559
Fax: (204) 943-1093
E-mail: manhissso@escape.ca
Website: www.mhs.mb.ca

Manitoba Hydro

Forest Enhancement Program

T.1.01

Purpose: The Forest Enhancement Program is a practical approach for Manitoba Hydro to recognize the loss of forest cover that results from the construction of transmission lines, substations, and generating stations. It's purpose is to enhance and sustain the forest environment of the communities and regions of Manitoba by funding tree planting, forest education and innovative forest projects.

The program seeks to involve the public in making Manitoba's natural and community forest environment more attractive, diverse, widespread and productive. Manitobans are encouraged to participate in the Program by submitting project proposals that will benefit the people of their community, their region, or the province as a whole during the present and future.

Eligibility: The program will support well planned, technically sound, time-limited projects based in Manitoba that do not replace or duplicate the activities of government or the forestry sector. Three categories of activity will be supported:

- Tree planting projects that endeavor to establish healthy, long-term forests or community tree stands.
- Forest education projects that improve school children's or the public's appreciation and understanding of the nature, role and importance of trees, forests, and sustainable forest management in communities, agricultural areas and forest covered areas of Manitoba.
- Innovative forest projects that enhance the long-term sustainability and productivity of Manitoba's forest environment.
- Manitoba Hardy planting stock, contracted tree nursery planting services, specified tree planting protection methods, and one year of maintenance following planting are eligible.

The program is aimed primarily at non-profit, non-governmental organizations including citizen, school, youth, conservation, cultural, heritage, environmental, community and service club groups, also higher educational and health institutions. These organizations are eligible for funding of tree planting, forest education and innovative forest projects.

Individual land owners, for-profit organizations, commercial forestry operations, federal, provincial and local government agencies are not directly eligible for funding of tree planting and forest education projects but may participate through partnerships with non-profit, non-governmental organizations.

Applications submitted by new proponents in any category are preferred. Repeat proponents are encouraged to apply for new projects in new locations.

Criteria:

- Projects must provide benefits to a community, region, or the province as a whole. Funding will only be provided towards such benefits
- Support will not be provided for benefits primarily accruing to private organizations or individual land owners
- Funds will only be provided for costs that are directly related to proposed projects
- Proponents must ensure that potential tree conflicts with overhead and/or underground utility lines are avoided
- Projects must be in Manitoba

The project application time has been revised and extended from July 1 to November 1 annually.

Contact:

Forest Enhancement Program

Brendan Carruthers

Manitoba Hydro's Environmental Education Co-ordinator

Telephone: (204) 474-4934

Fax: (204) 474-4974

Manitoba Recreational Trail Association, Inc.

Manitoba Millennium Trail Development Program

U.1.01

Purpose: The Manitoba Millennium Trail Development Program (MMTDP) is designed to support the physical development of recreational trails, including the TCT (Trans Canada Trail), in Manitoba. Included in the definition of physical development are surface preparation, construction or upgrading of bridges and other physical support structures.

There are two components to the Manitoba Millennium Trail Development Program. One component is specifically for the Trans Canada Trail and the other is for spur trails that will connect, or have potential to connect, to the TCT.

Eligibility: Local trail associations responsible for developing specific sections of the Trans Canada Trail in Manitoba are eligible to apply to the TCT component. Recreational trail associations recognized by the MRTA are eligible to apply for the non-TCT component of the program.

Eligible project costs include reasonable fees for technical services such as landscape architecture and engineering, wages and benefits, materials, equipment rentals and directional and regulatory signage. Project work that has begun prior to formal approval of the projects funding will be ineligible.

Funding: Support through the Manitoba Millennium Trail Development Program will not exceed 50% of the eligible project costs.

Projects may include other provincial department funding sources and gifts in kind, but these are not eligible for cost sharing under the Program. The contributions of Crown Corporations, such as Manitoba Hydro, are eligible for matching.

Contact:

Manitoba Recreational Trail Association, Inc.
204 - 825 Sherbrook Street
Winnipeg, MB R3A 1M5
Telephone: (204) 786-2688

National Crime Prevention Centre
Community Mobilization Program (CMP)

V.1.01

Purpose: CMP is designed to help communities develop strategies to prevent crime and victimization by addressing their root causes. Priority is given to applications that address the needs of children, youth, women's and girl's personal security and Aboriginal people and communities. However, CMP also accepts applications that address the needs of other vulnerable populations.

Eligibility: Applications are accepted from:

- Non-profit, volunteer organizations, societies, associations and groups
- Community-based coalitions and networks
- Non-profit professional organizations and associations
- Groups working in support of crime prevention through social development within Aboriginal communities (including Bands and Tribal Councils).

Types of projects eligible for funding include activities that:

- strengthen understanding of crime prevention through social development
- build the capacity of communities to address crime and victimization
- deal with the underlying causes of crime & victimization
- foster safer communities

Eligible Project Costs include Personnel, transportation, equipment, materials, rent/materials, evaluation and other.

Criteria: CMP grants cannot fund 100% of project costs; other partners must be involved either by providing dollars or contributions in-kind that support the project. The maximum amount that can be granted to each project varies but cannot exceed \$50,000.

Contact:

Manitoba Community Coordinator
Community Mobilization Program
National Crime Prevention Centre
601- 310 Broadway
Winnipeg, MB R3C 0S6
Telephone: (204) 984-4376
Website: www.crime-prevention.org

Service Clubs

W.1.01

Purpose: Various service clubs in your community raise funds for worthwhile projects. If you require assistance with a community project these groups may be a valuable resource:

Benevolent and Protective Order of Elks of Canada	Lions
Fraternal Order of Eagles	Masons
Independent Order to Odd Fellows	Optimists International
I.O.D.E.	Order of the Eastern Star
Jaycees	Order of the Royal Purple
Junior League of Winnipeg	Rebekah Assembly of Manitoba
Kinsmen	Rotary Club
Kiwanis	Royal Canadian Legion
Knights of Columbus	Salvation Army
Shriners	

Sport Manitoba Inc.

Coaches/Officials Development Program

X.1.01

Purpose: To provide certifications and development opportunities for Manitoba's coaches and officials.

Criteria:

- Provincial and regional sport organizations must be involved in planning the activity
- The appropriate sport governing body must approve development programs
- Certified course conductors must run the certification clinics
- There should be a minimum of 7 participants for clinics
- The completed Technical Assistance Form for funding assistance must reach Sport Manitoba for final approval four weeks before the date of the clinic
- Clinics must be held in Manitoba

Type of Assistance:

- **Certification Clinics:** Financial assistance to help sport organizations develop and deliver theory, technical and practical programs for certification of coaches and officials
- **Seminars:** For provincial sport organizations to host one coaching and one officials seminar each year. Up to \$500.00 a seminar, \$1000.00 a year, is available to bring in required resource people.
- **Travel assistance for upgrading not available in Manitoba:** For provincial sport organizations to send coaches and officials to upgrading opportunities not available in Manitoba. Maximum \$300.00 five times a year for each sport.
- **Regional Sport Seminars:** For regional sport organizations to host seminars for coaching or officiating. \$1000.00 once a year for each region

Contact:

Sport Manitoba Inc.
4th Floor - 200 Main Street
Winnipeg, MB R3C 4M2
Telephone: (204) 925-5913
Fax: (204) 925-5916
E-mail: tamzach@sport.mb.ca

KidSport

X.1.02

Purpose: To provide financial assistance and recycled equipment to Manitoba's less fortunate children so they may be able to participate in sport programs.

Type of Assistance: Grants are available through an application process. Forms are available province-wide through the regional sport associations.

Eligibility: Any family who cannot afford sport registration fees for a sport recognized by Sport Manitoba.

Criteria:

- Grants to individual athletes are designed to help those who would not play a sport without KidSport assistance
- Grants are disbursed up to a maximum of \$200 in a calendar year per athlete
- KidSport assists children aged 5 to 18
- Preference is given to athletes who are being introduced into organized sport
- Sport activities must be affiliated with organizations recognized by Sport Manitoba
- Grants are given for structured sport activities led by a qualified coach
- Costs related to camps, travel, championships, etc. do not qualify
- The KidSport Fund issues cheques directly to the organizations on behalf of the athlete
- From time to time volunteers are needed to work at special events or projects (such as bingo) and the regional committee may contact recipients to volunteer with their special events or projects

Application deadline: Varies region to region. Two yearly deadlines: spring and fall. Contact your regional sport association for more information and exact dates.

Contact:

Partick Kirby
Community Development Manager
Sport Manitoba
4th Floor, 200 Main Street
Winnipeg, MB R3C 4M2
Telephone: (204) 926-8353
Fax: (204) 925-5916

Or your regional sport association

Colleen Kyle, Executive Director
Central Region Sport Association
225 Wardrop Avenue
Morden, MB R6M 1N4
Telephone: (204) 822-6735
E-mail: central_sport@mb.sympatico.ca

Patti Wuthrich, Executive Director
Interlake Sport Development Association
Box 1519
Gimli, MB R0C 1B0
Telephone: (204) 642-6015
E-mail: interlake_sport@mb.sympatico.ca

Shane Ray, Executive Director
Parkland Sport Council
27 - 2nd Avenue S.W.
Dauphin, MB R7N 3E5
Telephone: (204) 622-2094
E-mail: parkland_sport@mb.sympatico.ca

Amanda Guest, Executive Director
Winnipeg Regional Sport Association
265 Osbourne Street South
Winnipeg, MB R3L 1Z7
Telephone: (204) 452-5958
E-mail: wrsa@mts.net

Shannon Schade, Executive Director
Eastman Sport Development Assoc
Box 50
Beausejour, MB R0E 0C0
Telephone: (204) 268-2172
E-mail: esda@mb.sympatico.ca

Peter Conway, Executive Director
Norman Regional Sport Association
Box 21, 59 Elizabeth Drive
Thompson, MB R8N 1X4
Telephone: (204) 677-6785
E-mail:
norman_sport@mb.sympatico.ca

Jody O'Brien, Executive Director
Westman Sport Association
Room 116, 340 - 9th Street
Brandon, MB R7A 6C2
Telephone: (204) 726-6072
E-mail:
westmansport@mb.sympatico.ca

Women in Sport Initiatives

X.1.03

Purpose: Sport Manitoba believes that girls and women should have access to a complete range of opportunities and choices in sport and that they should have equity as both participants and sport leaders. Sport Manitoba provides support and leadership through:

- Gender equity information and guidelines to participate and partner organizations through consultation and printed resources
- Women in Sport Leadership Seminars
- Women in Sport Newsletter
- Resource library for women in sport issues
- Canadian Association for the Advancement of Women in Sport

Contact:

Sport Manitoba
4th Floor, 200 Main Street
Winnipeg, MB R3C 4M2
Telephone: (204) 925-5605
Fax: (204) 925-5916

Volunteer Centre of Winnipeg

V.1.01

Purpose: The Volunteer Centre is committed to the promotion and support of voluntarism. It provides consultation, training and related services to the voluntary, private and public sectors.

Type of Assistance:

- **Consultation and Training:** A one hour consultation service is available at no charge to voluntary organizations. If training is required, custom designed seminars are developed and a fee negotiated. Professional trainers are experienced in the following areas: board development, volunteer management, strategic planning, effective meetings, time management, team building, trends and issues in the voluntary sector, fund-raising. Resources on these topics are found in the library.
- **Library:** More than 2,500 titles are available to public and non-profit organizations. The library is open each day (9 a.m. - noon; 1- 4:30 p.m.) with a librarian available on Mondays and Wednesdays to assist you. It is best to make an appointment first.
- **Referral Service:** Matches the skills and interests of volunteers with volunteer positions available. Make an appointment for an interview.
- **Contact Community Information:** Is a community information centre which provides referrals to agencies and programs in the areas of social services, health, parenting resources, counselling, education and more. It also operates a free, confidential phone line from Monday to Friday and publishes CONTACT a Community Resource Guide available for purchase. Phone 287-8827 for more details.

Contact: Volunteer Centre of Winnipeg
410 - #5 Donald Street S
Winnipeg, MB R3L 2T4
Telephone: (204) 477-5180
Fax: (204) 284-5200

Wildlife Habitat Canada

Z.1.01

Purpose: The funding programs provide financial support for projects that promote the conservation, restoration and enhancement of wildlife habitat in Canada.

Eligibility: Wildlife Habitat Canada (WHC) works in partnership with other organizations. Proposals for cooperative funding will be accepted from individuals, private businesses, non-government organizations and government agencies, but must include other partners.

Criteria:

- Submission Guidelines for Projects and the Funding Application Form are available at the address below. All project proposals must be discussed with the Program Manager prior to submission.
- Deadline dates for submission are September 15 and September 30 depending on the type of proposal.

Type of Assistance:

- There are four WHC Funding Programs:
 1. Graduate Scholarship Awards
 2. Research Projects
 3. Communication and Education Projects
 4. Habitat Conservation, Restoration and Enhancement Projects
- In general, the majority of WHC funding is allocated to Habitat Conservation, Restoration, and Enhancement Projects. WHC will contribute a maximum of 25% to 35% of the overall project budget (Graduate Scholarship Grants excluded). Submissions should list funding from additional sources.

Contact:

Mr. Jamie Fortune, Program Manager
Wildlife Habitat Canada
7 Hinton Avenue North, Suite 200
Ottawa, ON K1Y 4P1
Telephone: 1-613-722-2090
Fax: 1-613-722-3318
E-mail: jfortune@whc.org

Appendices

Funding

The following section provides guidelines on the development of funding proposals:

Glossary of terms

Budget - A budget is an itemized list of estimated expenses and income required to carry out a proposed project. It should include direct and indirect costs, and all anticipated sources of income, including matching and in kind contributions.

Direct costs - Direct costs are required to carry out the specified project. They can include salaries and benefits for staff hired for the project, travel, equipment, supplies, telephone, postage and printing costs.

Indirect Costs - Indirect costs are costs that are not readily identifiable as direct costs but are necessary for the overall operation of the organization so it can carry out the proposed project.

In-kind contributions - Dollar value of non-cash contributions, such as volunteer time, equipment, supplies or facilities.

Matching - Contribution to program on a dollar for dollar basis.

Before applying for funding make sure:

- You are clear about the purpose of your organization and the objectives of the project or projects for which funding is required.
- You have set priorities within your organization and know what projects are needed.
- Your group can carry out the project. In some cases you may work cooperatively with another organization.
- You have community support from key individuals, groups or institutions.
- The project is feasible.
 - Size and scope are appropriate for your group to carry out.
 - If other groups are needed, they have agreed to participate.
 - Space, equipment or facilities are sufficient or outside professional or support personnel are available.
 - Costs are current and reasonable.

Granting Considerations

Funding organizations usually have funding policies, deadlines and specific forms to complete. Proposals may be rejected simply because they are late, not on the appropriate forms and do not comply with the stated guidelines.

To ensure your proposal gets full consideration:

- Make sure the projects fit the guidelines and intent.
- Specify categories of costs to reflect the areas that funding can cover. In some cases, only actual costs are allowed. Keep accurate records of expenditures and receipts.
- Submit the required number of application copies.
- Submit the application on time.
- Consider payment procedures, schedules and partial payment schedules. Evaluation reports are often essential to final funding.
- Check on copyrights and credits. Make sure you know if the funding organization requires credit. Check where copyright of material is necessary and whose responsibility it is to get it.
- Note the decision date, so you can follow up if necessary. If you are rejected, try other funding sources.

Components of a grant proposal:

If there are no application forms for a particular grant, you must prepare a written proposal. The following information may be helpful.

Summary - Provide a clear and concise summary of the request.

Introduction - Describe the organization and its purpose, programs and services.

Statement of problem of need - Document the needs to be met or problems to be solved by the proposed funding.

Objectives - Describe measurable benefits of the funding.

Methods - Describe the activities to be used to achieve the desired results.

Evaluation - Present a plan for determining the degree to which objectives will be met and methods followed.

Future or other needed funding - Describe a plan for continuing beyond the grant period and the availability of other resources necessary to implement the grant.

Budget - Clearly specify costs to be met by the funding source and those your organization or others will cover.

Preparing a funding proposal

- 1. Identify your organization**
 - Name
 - How many people belong
 - When it was established
 - Where it is located
 - Purpose
- 2. Explain how your organization operates.**
 - Is it a registered charity? What is its number?
 - Is it incorporated? What is its number?
 - Who is eligible for membership?
 - What is the procedure for becoming a member?
 - Is the organization democratically run? Are elections held annually?
 - What groups are affiliated with your organization?
- 3. Describe how responsibilities are distributed within the organization.**
 - List the names and titles of the executive.
 - Provide the name, title, address and telephone number of the person to whom correspondence should be directed.
 - Name the people who will take on the major responsibilities of the project and describe their responsibilities.
- 4. Describe what your project will do.**
 - Outline the project, how it meets a demonstrated need and what it hopes to accomplish.
 - Explain your objectives in concrete rather than general terms.
 - Explain the methods for evaluating the project's progress. State the objectives in such a way so observers can see that you have accomplished what you set out to do.
 - Define the scope: local community, provincial or national.
- 5. Explain why your project will succeed.**
 - Explain how your project is different. How does the project avoid duplicating similar projects or programs run by other organizations?
 - Give the qualifications and experience of key people involved with the project to provide reasonable assurance your organization is capable of undertaking the project.
 - Name projects you have completed in the past, and indicate why there were successful.
- 6. Describe what additional resources you will require.**
 - Name people outside of the organization who will act as references.

- List other individuals or organizations supporting this or similar projects.
- Name others whose support has been requested.
- State any previous contact with the funding bodies being approached, including previous financial assistance.

7. Provide a budget.

- Provide a detailed operating budget for the project showing how the money will be spent and the amount coming from all sources.
- Include the organization's latest audited financial statement.
- Explain any deficits in your organization's budget. List the specific sources of funding to cover the deficits.
- Explain where you will get funding if your project continues beyond the proposed grant period.

How Funders make their decisions

Here are the reasons potential funders give for supporting or rejecting funding requests.

Private Sector

Why they support

- The project falls within the guidelines established for funding or providing services.
- The project has something to offer supporters, such as advertising.
- The project will improve the supporting company's image within the community.
- The project will involve employees from the supporting company.

Why they do not support

- The group is not incorporated.
- The group is not a registered charity.
- Application or approach to funding organization was inappropriate.
- The funding company prefers to give to general charities such as the United Way. Many businesses fear that contributing to a certain cause or group could alienate another sector.
- The company has already allocated its budget for sponsorship.
- The company has already chosen its areas of support and they do not want to be approached directly.

Public Sector

Why they support

- The project is worthwhile.
- The project falls within the policy has laid out by the department.
- The project is local, provincial, national, or international, and not only for that group.
- The proposal contains a detailed application and budget.
- Previous events were successful.
- The group and its activities are open to the public.

Why they do not support

- Group or project does not fit funding organization's policies.
- The group is not stable or is poorly managed.
- The group is not incorporated.
- The application is incomplete.
- The application is late.

The funding organization is out of funds, perhaps because the group applied too late.

Fundraising Tips

Focus on your community

- Believe in your cause. Sell the idea to the community.
- Design your fundraising plan to suit the needs and abilities of your particular community and possible donors.
- Approach people in person for their contribution of time, service, money or equipment in your cause.

Organize

- Form a separate fundraising committee for special projects. The standing committee may be overworked and unable to put in the required effort to make the project successful.
- When recruiting volunteers for the fundraising campaign, describe several jobs and give people a choice.
- Keep accurate records.

Plan

- Make long-range plans. Have goals, objectives and a budget, which span several years.
- Have enough volunteers involved so the project can be completed.
- Choose a project that has a high return of money for a minimum expenditure of money, time and labour.
- Aim for fewer, more successful events.
- Plan a system for recognizing those people involved and for informing those people concerned about the success of the fundraising.
- Become incorporated because incorporation gives your organization more credibility.
- If you plan to solicit donations from the private sector, register as a charitable organization with Customs and Revenue agency.

Incorporation

This is important information regarding incorporation.

Incorporating is not necessary. However, it has certain legal advantages. The benefits of incorporating are:

- The individuals who control an incorporated organization are not responsible, except in unusual circumstances, for a debt or liability of the organization
- The corporation may own property or let contracts in its own name
- The organization has a greater sense of credibility and stability. Existence is not dependent on the continued participation of individual members or directors
- The organization may find it easier to become a registered charitable organization with Revenue Canada

Procedures: Incorporation falls under either the provincial or federal law. If your organization operates in more than one province, it can incorporate federally or separately in each province. If an organization operates in only one province, it incorporates in that province.

Procedures for incorporating in the Province of Manitoba

1. Reserve the corporate name.
 - Complete the Corporate Name Reservation Request (Form #25), in duplicate. Read guidelines on the reverse of the form
 - Submit the Corporate Name Reservation Request with the corporate name reservation fee of \$30 to the Companies Office of Consumer and Corporate Affairs
 - If the name is available, the Companies Office returns one copy of the request and one copy of the NUANS printout to you. The name is reserved for 90 days
 - If the name is unavailable, select a new name and resubmit the Corporate Name Reservation Request fee
2. Complete the Articles of Incorporation. These can be typed or handwritten.
 - For corporations with share capital, use Form 1 (2 pages)
 - For corporations without share capital, use Form 2 (2 pages)
3. Within 90 days after you have received notice that the name is available, submit the Articles of Incorporation. Along with Articles of Incorporation, you must submit:
 - The Request for Service, in duplicate
 - The fee

Fees:

- For a corporation with share capital, the fee is \$250
- For a corporation without share capital, the fee is \$70
- Fees are payable by cash, credit card (VISA or Mastercard), money order or cheques to the Minister of Finance

Contact:**More information is available from:**

Companies Office
1010 Woodsworth Building
405 Broadway Avenue
Winnipeg, MB R3C 3L6
Telephone: (204) 945-2500
Fax: (204) 945-1459

Citizen's Inquiry Service

The Citizen's Inquiry Service is a central telephone information service designed to make provincial government information available without charge and in both official languages.

Established in 1972, it can be reached toll-free (within Manitoba) and offers direct communication between the public and the government. It provides information, telephone numbers or alternate sources of information. It maintains a liaison with other levels of government and private agencies and makes referrals to these organizations if and when appropriate. The service also operates a switchboard, transferring rural Manitobans to provincial government offices in Winnipeg.

The service is not an advocate of government policy nor does it become involved in political matters.

Hours of operation:

Hours of operation are from 8:00 a.m. to 4:30 p.m., Monday through Friday. The service is also equipped with a Visual Ear for communication with the hearing impaired.

Contact:

The phone numbers for the Citizen's Inquiry Service are:

In Winnipeg: 945-3744

Visual Ear: 945-4796

Toll Free: 1-800-282-8060

Switchboard: 1-800-282-8069

Fax: 945-4261

E-mail cis@gov.mb.ca

Send written inquiries to:

Citizen's Inquiry Service

511 - 401 York Avenue

Winnipeg, MB R3C 0P8